



Public Speaking Pointers

Respect

Your Topic: Select a topic of personal interest. When you are interested in the subject, you will research, organize, and present your information with accuracy and enthusiasm. Therefore, you will develop more speaker credibility.

Is your topic specific enough to present in a limited amount of time?

Yourself: Is your topic too difficult or too easy for you?

Listen to yourself for the words you use and the tone of your voice.

Make sure you research your topic thoroughly to be able to handle questions with more ease and accuracy.

Present yourself with respect by dressing appropriately to fit the occasion, the topic, other speakers, and the audience.

Your Audience: Is your topic suitable for your audience?

Use a variety of resources to motivate your audience.

Plan your visuals so the audience can see them. Speak clearly and loudly enough so the audience can hear you.

Listen to questions; try to respond as accurately as possible. Restate the question when you respond. If you aren't sure about an answer, don't try to guess unless you use "I" messages such as, "In response to your question about the cost of the paint, I think the brand I bought cost around \$4."

Research

Seek information about your topic, your audience, the facilities for your presentation, and the equipment available.

Ask questions.

Use several sources of information about your topic.

Responsibility

Organize your information in a logical sequence.

Find missing information.

Interpret information accurately.

Present your information in the appropriate form. For example, include an introduction, body, and conclusion in your educational presentation.

Resources

Use a variety of resources to send your message. Think about how the audience can use other senses besides hearing to learn about your topic. Consider posters, flip chart, transparencies, demonstrations, audio and visual tapes, slides, audience participation, show-and-tell, skits, etc

It is your responsibility to send your message effectively to your audience. Here are more helpful hints to become a responsible sender.

Introduction:

This is the most important part of your presentation. You can either gain or lose your audience's attention by what happens during your introduction. Use creativity to attract the audience's attention.

In the introduction, tell the audience what you are going to tell them.

Suggestions:

- Wear a costume or mask
- Ask a question (list answers on a big sheet of paper)
- Involve the audience in an activity
- Present a short skit
- Use mime
- Play a short cassette tape
- Talk with a puppet

Body

In the body, tell your audience what you want to tell them.

Suggestions:

- Pick three or four main points and plan your outline around them.
- If you are showing how to do something, the audience must know:
 - WHAT is being explained
 - HOW it is being done
 - WHY it is being done
- Show all the steps in the process so the audience is able to have the complete picture or completed project at the end of the presentation.

Conclusion

In the conclusion, tell your audience what you told them.

Suggestions:

- Review the main ideas of your presentation. Ideas include: a quote, poem, rhetorical question, or a summary statement.
- Motivate your audience to want to try your ideas. Ideas may include a handout to take home for future reference, or sample to show or give to your audience.
- Ask for questions. Restate the questions or work them into your response.
- After the questions, end with: "Thank you," and a smile!

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