

TIPS ON PUBLIC SPEAKING

A. Tone

- Try to alter the emotion in your voice
- Make sure the tone matches your speech topic
- Use facial expression as well as your voice to express tone

B. Volume

- Make sure it is appropriate for the space
- Project the voice towards the audience
- Vary the volume of your speech

C. Eye contact

- Try to make eye contact at least 80% of the time
- Look in different audience members
- When using a presentation material do not talk at the material

D. Hand Gestures

- Utilize a wide variety of hand gestures
- Do not put your hands in your pockets
- Avoid grabbing onto the lectern
- Make your gesture have a purpose behind them

E. Vocal Clarity

- Avoid the use of umm's as much as possible
- Try not to read a speech directly from note cards
- When practicing a speech go all the way through it

F. Pacing

- Vary the speed in which you speak
- Utilize pauses after important points of the speech
- Go half as fast as you think you should

G. Formal Speech

- Avoid the use of "you" at all costs
- Avoid the use of "I" as much as possible
- Be cautious of bias sensitive language

H. Organization

- Utilize a dynamic attention grabber (quote, anecdote, shocking statistic, rhetorical question)
- Make sure the organizational pattern is consistent and easy for the audience to follow
- Be sure you have a definitive final statement