

TIPS FOR SPEAKERS

1. Know your material well enough so you feel at ease talking about it. Use a limited amount of notes.
2. Practice deep breathing to relax before and during the presentation.
3. Speak to the whole audience and use good eye contact. Look for friendly faces.
4. Make sure your speech has a purpose and talk toward that purpose.
5. Never apologize to the audience. Remember they want you to do well.
6. Avoid minor mispronunciations which detract from your speaking ability. Listen to yourself.
7. Show enthusiasm by marshalling all your energy and commitment.
8. Remember that 80% of the audience judgement of your presentation is based on how you look and sound. Only 20% is on content.
9. Gestures are appropriate, but make sure they are visible to the whole audience.
10. Talk loudly and clearly enough for everyone to hear.
11. Use humor only if you feel at ease using it.
12. Be confident and be yourself.
13. Never talk too long. Always leave the audience wanting more.

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