

10 Tips for Successful Public Speaking



Looking to become a better speaker? Here are proven tips on how to give better presentations:

1. **Know your material.** When giving a presentation, you should know more about the subject than you include in your speech. Use personal stories and conversational language to help you remember what to say.
2. **Practice, practice, practice!** Rehearse out loud with all equipment you plan on using and revise your speech as necessary.
3. **Know the audience.** Greet some of the audience members as they arrive. It's easier to speak to a group of friends than to strangers.
4. **Know the room.** Arrive early, walk around the speaking area, and practice using the microphone and any visual aids.
5. **Relax.** Ease tension by doing exercises. Transform nervous energy into enthusiasm.
6. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear, and confident. Visualize the audience clapping—it will boost your confidence.
7. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative, and entertaining. They don't want you to fail.
8. **Don't apologize.** If you are nervous or encounter a problem in your speech, refrain from saying sorry—the audience probably never noticed it.
9. **Concentrate on the message, not the medium.** Focus your attention away from your own anxieties and concentrate on your message and your audience.
10. **Gain experience.** Experience builds confidence, which is the key to effective speaking. A Toastmasters membership can provide the experience you need in a safe and friendly environment.

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Effective Public Speaking Essentials

Michael A. Griffin



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and contains new chapters on timely topics such as speaking for video conducting group presentations and engaging society civilly A complete public speaking textbook for Christian universities it includes helpful sidebars tips and appendixes Additional resources for students and professors are available through Textbook eSources

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Public Speaking Basics Michael A. Griffin,2015-04-03 This textbook provides concise information classroom exercises homework assignments and speeches to enable college students to master public speaking There is an emphasis on creating effective thesis sentences motivational appeals introductions and conclusions outlines and supporting information The text includes sample speeches for each speaking assignment along with pertinent speech evaluation forms Chapter topics include speech anxiety delivery subject selection and audience analysis thesis sentences motivational appeals organizing and outlining introduction and conclusion methods supporting information presentational aids effective listening Standard American English sounds and creating various informative persuasive and special occasion speeches A sample course syllabus is provided as well as a test study guide In this revised edition some of the chapter exercises have been revamped some sample speech outlines updated some of the explanations clarified and a new special occasion speech has been included

The Fundamentals of Public Speaking ... Glenn Newton Merry,1917

Books of 1912- ,1922

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