

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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