



Public Speaking Tip Sheet

Standing up in front of a group to make a presentation can be intimidating for the most seasoned speakers. There are some ground rules though, for giving good presentations. The seven tips below can help you to deliver the best presentation ever!

1. **Be prepared** - good preparation is key and will pay off immensely in increased comfort with your topic and a better presentation. The single most important piece of advice is *Prepare*.
 - *Don't read your presentation*. Familiarity with your topic helps avoid this.
 - *Practice* - whether in front of friends, family or the mirror, you will want to practice.
2. **Know your audience** - know to whom you are speaking and think about how to draw them in and keep their attention.
3. **Know your technology** - this is part of being prepared. You do not want any surprises while you are in front of your audience. Take the time to become familiar with the computer, projector etc. that you will be using. Is everything you need (speakers, etc.) available? Make sure that the available technology is compatible with the features of your presentation.
4. **Hook them right away** - an opener that grabs the attention of your audience can be invaluable. Use a joke, story, or quote.
5. **Manage your nervousness** - being nervous goes with the turf, and it happens to everyone.
 - *Good preparation* - (see above) is the first step in avoiding stage fright.
 - *Be positive* - think "I can do this. I can do this." If you do not feel confident, this is the time to "Act as if."
 - *Be realistic* - public speaking becomes easier with experience. If you are new at it, you will likely experience anxiety.
 - *Deep breaths* always help - take one before you begin and whenever you feel nervous during your presentation. Then, take a really big one when you finish!
 - *Slow down* - nervous speakers often speed up, knowingly or unknowingly. This only tells your audience that you are nervous and makes it harder for them to understand you.
 - *Find Support* - share your anxiety with a trusted friend, parent, teacher or sibling. Ask for advice. Check in with them before and after your presentation.
6. **Make eye contact** with your audience. This helps them to pay attention to you and makes you look confident.
7. **Add humor** when possible. This will help keep your audience engaged and interested.