

Public Speaking – How to enjoy and be successful!

1. Breath to Relieve

Ensure full, steady breathing before and during the presentation. Why?

- Lowers the heart rate so that there is less chance of speaking too quickly!
- Maintains a good supply of oxygen to the brain for concentration and clear thoughts
- Generates rib cage movement which decreases tension, aiding in relaxation and calming of nerves

2. The Postures

Physical Posture: Maintain a Posture of Excellence – walk, sit or stand tall with shoulders back. Why?

- Enhances self confidence and demeanour
- Improves breathing ability and therefore the calming of nerves
- Creates a confident presence

Mental Mindset: Maintain strong, positive thoughts. Why?

- Helps to calm nerves
- Supports the verbal and physical postures
- Counters insecurities

Verbal Elegance: Use positive words and sentences. How?

- Speak with at least a slight smile
- Use positive words to create warmth with your audience
- Upbeat speaking supports mental and physical postures

3. Familiarity Breeds Delight

Familiarise yourself with your speaking environment before your speech. Why?

- Counters confidence-sapping surprises
- Eases tension
- Makes for more comfortable and successful delivery of presentation

4. Slow Down – Speed Bump Ahead

Start speaking slower than normal or, at least, slower than you think you are to avoid verbal stumbles.

- Make full use of stop downs; commas and full stops
- Don't rush! Rushing physically can make you speed up mentally and verbally
- Staying calm keeps your heart rate and breathing slower allowing improved concentration on delivery

5. Happy Faces – Happy Places

Look for 6 comfortable faces throughout the room or group. Direct your presentation initially to these people and create eye contact with additional audience members as your presentation goes on. Why?

- These comfortable faces will help you to feel happy and reassured, which eases tension
- The audience around these 6 people will feel included, even if you don't make direct eye contact with them

6. Doubts vs Delivery

- Avoid negative self assessment and questioning while delivering the presentation
- Never presume you know what the audience is thinking or accepting
- Refer to the three postures and simply deliver your presentation

7. Notes and Palm Cards

Make notes and palm cards large enough to be easily seen under duress.

- Make notes simple and clear
- Use dot-points instead of sentences so you don't read the notes word for word
- Number multiple pages clearly
- If presenting a fully scripted speech use larger than normal font and 1.5 to double line spacing

8. Finish Strongly and Accept Accolades

Finish your speech strongly. Accept accolades graciously and confidently. This leaves a solid impression on your audience.

9. One In – All in

Speak in singular to a group. This improves rapport with the audience and is less daunting for the speaker.

10. Embrace It – Do It!

Embrace the process of what and how to say your speech. Embrace the thoughts of nervous excitement and put your hand up to do more!