

## TOP TIPS FOR PUBLIC SPEAKING

There are several main areas of public speaking to consider:

- Preparation
- Writing for a speech
- Vocal Production
- Body Movement

Here are some guidelines for you to read on each area.

### 1. Preparation

Hearing some nervousness in the speech is natural and can even be beneficial. However, too much nervousness can detract from the presentation of the speech. So, what might a competitor do to control the butterflies in their stomach.

- Knowing the material - familiarity with rather than over rehearsal
- Practise - to avoid filler words such as 'umm' and to fulfil timing(s) requirements
- Exercise the voice - breath control and using the diaphragm
- Posture - adopt an erect stance that is not too rigid
- Know the audience - easier to speak to friends than strangers
- Know the room - boost your confidence by walking around it if possible and visualising speaking on the platform and the audience clapping in response
- Relax - pause, smile and count to a reasonable number. This can transform nervous energy to enthusiasm
- Realise that people will want you to succeed - recognise that it is a supportive and friendly environment fostered by the English-Speaking Union
- Don't apologise for being nervous - accept it and keep on going
- Gain experience - volunteer at school or at a charitable organisation. Request some constructive feedback. Enjoy it!

### 2. Writing the speech

The audience should be aware of your structure such as by saying "I have three points to make. Firstly..." It's like knowing where you are heading on a footpath or a road - it's good to know where you are going and it's good for those travelling with you i.e. the audience.

- Outline your main ideas at the start
- Inform the audience of the next steps
- Give numbers where applicable - such as "There are three ways..."
- Refer to what you said previously - make links such as "Earlier..."
- Use a range of rhetorical devices - such as repetition and rhetorical questions
- Assign responsibility - such as "They believe..."
- Give credit - such as "Professor Orpin was right when she..."
- Ensure the order is logical - does it make sense? Is there a climax? Is there a chronology?
- Read and learn - make notes if necessary on small note cards

