# 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 its 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



- Be concise and precise avoid rambling and brain dumping
- Be creative such as by using an analogy or an anecdote
- Give details make sure that there are sufficient so that you have highlighted the most relevant parts of your research
- Reiterate your main point(s) and remain confident at the end don't fade away in confidence nor in content

#### 3. Vocal Production

Each person has a unique voice so value the experience that public speaking gives to have your voice heard. The correct use of your breathing system will be vital; relax and breath well.

- · Monitor the pitch avoid it becoming too high or too low
- Inflection avoid upward tones at the end of sentences unless you are asking a question
- Pace be relatively slow and deliberate; use pauses well
- Articulation and Pronunciation learn the correct way to say a word and use your mouth to help you project those sounds well
- Accents and dialects avoid using slang but otherwise embrace your local or regional accent & dialect. The ESU will love to hear it

## 4. Body Movement

Your listeners will judge your speech based upon what they see and what they hear. Your body can be an effective tool to add emphasis and clarity to your words. It can also convey your sincerity, earnestness and enthusiasm.

- Start with eye contact look at your audience now and again
- Smile you can enjoy the experience
- Use your facial expressions such as to express happiness, sadness or concern
- Notice distracting habits such as touching a ring or watch repeatedly; lip biting; fidgeting
- Use your hands and/or legs to express action verbs
- Stay true to your personality do not copy others, just be yourself
- Make gestures convincing plan them and don't overuse them
- Vary your speaking position move position a little if you are able

I do hope that these top tips were helpful and highlight the main aspects of public speaking in a clear and accessible way.

