

PUBLIC SPEAKING TIPS

One of the most important things in public speaking is to learn from others but not to copy them as people. Copy the skills and the techniques and adapt them to you but above all be yourself at all times. Of course see what you could do to improve your style and skills. These tips are a really

a skeleton list.

Think about the purpose of the speech or presentation?

Is it informative, entertaining or motivating or as a host or M.C.?

Write your purpose and the message that you want to convey or you may want to write that as a goal.

Break your speech up into three distinctive segments.

- 1. Introduction 10-15%
Get the audience's attention.
- 2. Body 70-80%
Think about how you are going to keep their attention.
- 3. Conclusion 10-15%
Leave the audience with a memorable moment or Call to Action and avoid starting another speech as your conclusion.



Speeches are forgettable because speakers didn't concentrate on the separate speech components. Work at making a point cleverly!

Prepare your written speech, or speaking notes, as a speaker, not as a writer.

Idea for an attention grabbing start to your speaking

Make a Good First Impression.

You never get a second chance to make a first impression so enhance your appearance through appropriate attire and grooming. This could mean:

- Being at least as well dressed as the best dressed in the audience
- Wear clean, neat clothing
- Wear not too much jewellery
- Don't overplay the enthusiastic speaker role like a mad monkey

Put some of your spirit into your speech and if you do it has to come through to your audience. Here's how.

- Use voice dynamics.
Range, volume, pace & pause, rate, inflection, enunciation, pronunciation, use of silence, cadence and musical qualities

- Use body language, good posture and facial expressions

Make real eye contact

People will judge your sincerity by your face

People tend to mirror you: you smile, they smile

Gestures that help your listeners understand your story

Your entire body is an instrument of speech to support your words

Be natural as your body shows your true feelings

Smile a lot even if you don't feel like it

Remove distracting mannerisms

Dare to be dramatic at certain points

Watch out for any aggressive or culturally inappropriate gestures

Make your gestures smooth and well-timed

Balance weight evenly; lean forward slightly

Hold head erect; with chin up comfortably

Hang arms by sides, fingers slightly curled

Never move without a reason, but don't glue yourself to the spot

Too much movement can be distracting, seek the middle ground

- Use effective language

When we speak, we want to communicate a clear message, to be understood. Words are very powerful. We can crush people, or build them up. How you speak will show who you really are!



*PREPARE
and
PRACTISE*

When speaking

- The language that we choose should **reflect the message**
- Use words that have **no confusion** over possible meaning
- Pay careful attention to the words, their order, and **where you place emphasis**
- Keep words **simple** and that does not mean dull
- **Keep the sentence structure uncomplicated.**
- Common words can have emotive impact
- Avoid common clichés
- If you are in a leadership role or want to become a leader, talk like you think a leader could sound to be very effective

- Some Effective Language Techniques

Alliterations – the repetition of initial consonant sounds in neighbouring words: *The thirsty thespian thumped his fist - right into the rancid nuts!*
Alliterations in clichés are effective: *The sweet smell of success, a dime a dozen, bigger and better, a jump for joy.*

Metaphors to create vivid word pictures, where things/people are stated to be something that in reality they clearly are not: *He is a pig. Thou art sunshine.* Metaphors can be simple but give great impact: “Some words are diamonds; some words are stones.”

Onomatopoeia is a word that imitates the sound it represents. e.g. *cuckoo, sizzle, splash, wow, gush, kerplunk. The snake HISSED its way past and RUSTLED the foliage.*

Repetition - to make a point, a word, phrase or sentence can be repeated in a speech. You often hear it in parliament.

Oxymoron: putting two contradictory words together e.g. Good grief, Small crowd, Military Intelligence, Temporary tax increase, Friendly Fire, Tight slacks, Pretty ugly, Rap music.

Ideas need to flow from one to the other. Make sure sentences are not jumbled. Use transition phrases to help that flow, for example, *on the other hand, sometimes, however a structured pause* can do the trick.

Use:

- Supporting facts and figures but use them sparingly
- Visual aids to aid your speech but not make them the central focus
- Questions to shift to your next point



Be vocal, be valued and be vital. Develop your voice.

A good speaking voice is:

- **Pleasant** - Conveys warmth
- **Natural** - Reflects the speakers true personality
- **Dynamic** - Gives an impression of strength and force, even when it is not especially loud
- **Expressive** – Portrays shades of meaning - never monotonous or without emotion
- **Easily Heard** – has appropriate volume and articulation

As a speaker, you need to use your voice to capture the audience's attention. A listener can easily be distracted as they have the ability to process information 4 to 5 times faster than the speaker can speak!

The sound that each individual voice produces depends on the size, shape and mobility of their resonators. We hear our own voice in a different way from how others hear us – we generally hear ourselves as louder and at a lower pitch than others do.

A good speaking voice should be a balance of:

- **Pitch** - The high and low sounds - sometimes called modulation
- **Tempo** - The speed or rate at which we speak – an effective speaking rate is between 125 to 160 words a minute
- **Volume** - The loud and soft sounds we use while speaking.
- **Diction** - The way we articulate the vowels and consonants that make up our words
- **Pause** - The silence that falls between the words and sentences we use. An effective pause can add drama and / or poignancy, give the speaker time to collect their thoughts, catch attention, and allows time to analyse the audience's reaction.
- **Cadence** - The rhythmic flow of a well modulated voice which involves the fall of the pitch of the voice, especially at the end of a phrase or sentence, like the close of a musical phrase.
- **Tonal Inflection** - change the pitch of the voice like a musical note

And more...

- Time your speaking and you can base the time on the number of words in a speech but don't forget to factor in laughter, movements to speaking area, handovers and any other time-takers.
- Convert nervousness to being a friend that keeps your brain active and alert.