

# 10 TIPS FOR SUCCESSFUL PUBLIC SPEAKING

When it comes to public speaking, practice makes perfect! Here are some tips that are sure to improve any speech that you are working on.



## 1. **Know your audience**

Know to whom you are giving your speech and the purpose behind it. A speech given for a college class will look a lot different from one given at a family reunion.

## 2. **Rehearse and practice with distractions**

When you are giving your speech, there will inevitably be distractions in the room. Be prepared to stay focused! Test all technology you are planning to use for your speech well before you give it. Try giving your speech to an audience and ask for their feedback.

## 3. **Mentally prepare**

The day of your speech try to get in the mindset for giving it. Working out beforehand can help relieve stress. Perhaps even try a power stance beforehand so that you can be projecting confidence for your audience.

## 4. **Organize your material, but do not read from a script**

Use an outline whenever possible, as reading from a script can hinder the flow of your speech and make it seem less authentic.

## 5. **Use your personality**

Make sure that your personality comes through, as it can make all the difference in how people perceive your speech! Use humor, emotion, and tell stories to keep your audience engaged.

## 6. **Practice body movement**

Try rehearsing in front of a mirror to get your gestures and expressions down. Sometimes what we think we were doing does not match up with how it is perceived!

## 7. **Slow down**

Talk slowly, especially if you are using a microphone. It might feel weird to you, but it can really help an audience understand what you are saying. Do not be afraid of pauses; they can really add emphasis to what you are saying.

## 8. **Make eye contact**

Don't make it awkward, but make sure that you are making brief eye contact with your audience members. It can make you seem much more personable and sincere.

## 9. **Practice tone and projection**

Especially if you will not have a microphone, make sure that you practice projecting your voice before your speech. You cannot speak like you normally would if you want to fill a room with your voice.

## 10. **Do not go over your allotted time**

If you have a time constraint, make sure that you are respectful of your audience's schedules. If you need to speed some stuff up, that is fine; just make sure you stay aware of how much time you have left to fill.

### Sources:

<https://www.inc.com/brent-gleeson/20-tips-for-mastering-art-of-public-speaking.html>  
<https://blog.dce.harvard.edu/professional-development/10-tips-improving-your-public-speaking-skills>