

# PUBLIC SPEAKING

## WHY DOES A GOOD LEADER NEED TO KNOW HOW TO PUBLIC SPEAK?

- Lead and unite their group
- Spread their beliefs and inspire
- Effectively communicate ideas

## WHAT ARE SOME REASONS FOR PUBLIC SPEAKING?

- Reports & class presentations
- Campaign speeches
- Special events or meetings

## PARTS OF A SPEECH

- **Introduction**
  - Attention grabbing opener
  - Purpose, topic, themes of speech
  - If appropriate, introduce yourself so your audience gets to know you
- **Body**
  - Main part of speech
  - Explain your purpose and what you want to get accomplished
  - Use facts and statistics
  - Share examples and stories to help your audience can relate
- **Conclusion**
  - Summarize your main points from the body
  - Good ending phrase that grabs everyone's attention so they will remember what you talked about

## PUBLIC SPEAKING TIPS

- Stand up straight with your feet shoulder-width apart and knees slightly bent
- Make sure your speech is appropriate for your audience
- Speak about something you are interested in and passionate about; this will help to spark the same feelings in your audience
- Instead of using filler words (like, um, uh) just take a pause
- Remember to speak slowly and enunciate

- Make eye contact with everyone in your audience, but don't scan them like a typewriter
- Don't fidget or sway back and forth; one solution is to align your nose, chin, and bellybutton and pivot using your hips
- Keep your hands in a neutral position so they aren't distracting and are free to make gestures
- Use gestures to emphasize points, but keep them in your box so they don't distract your audience
- Keep you audience involved by asking them questions, asking for volunteers, or urging them to take action.
- If you forget something or make a mistake just pause, collect your thoughts, and start again; this way your audience won't even notice.
- Project your voice so everyone in the audience can hear
- Use inflection and vary your tone so you don't sound like one of your boring teachers
- Use emotion so your audience can know what your feeling through your voice
- Don't be nervous; Remember to breath and smile!!!
- And most importantly, BE CONFIDENT!!! This is the true key to public speaking and will always capture your audience's attention

## **AN EASY WAY TO HELP YOU REMEMBER ALL THE KEYS TO PUBLIC SPEAKING!!!**

**S** tories are key!

**P** osture, passion, pace!

**E** ye contact

**A** sk for action

**K** now you audience

**I** dentify issues & inspire!

**N O READING!!!**

**G** ive from the heart

**Remember: Public  
Speaking is something  
we are all capable of. It  
just takes practice and  
confidence!**