

Top ten tips for speaking in public

Y-E-S S-P-E-A-K-E-R

1. **Be Yourself**
This is YOUR chance to speak out – be yourself when speaking and the audience will remember you.
2. **Eye contact**
Make regular eye contact with individual members of your audience to ensure they connect with you and your speech.
3. **Structure your talk**
A clear framework will help you to remember what you want to say and assist your audience in understanding your message. Make sure your speech has a clear -
 - **Opening:** A strong start will hook your audience. Issue a challenge, use a quote, surprise the audience or ask a question.
 - **Body:** Have three key points to your talk. Remember the Power of Three.
 - **Conclusion:** Finish confidently and with conviction - a call to action, a challenge, a strong summary or a question.
4. **Smile**
A smile will relax you and relax your audience.
5. **Pace**
Many speakers talk too quickly. Slow down your speaking speed and give the audience time to take in your words and ideas. Use the **Power of the Pause** to add impact.
6. **Elevate your voice**
Speak up and speak out - project your voice to the back of the room so your audience can easily hear you.
7. **Animation**
Use your voice (pitch, pace and volume) and your body (gestures, drama and energy) to add impact and enhance your performance.
8. **Keep it simple**
Tailor your speech to your audience. Communication is about connecting and sharing, so don't make things too complicated.
9. **Enthusiasm and passion**
Show excitement for your subject, it will bring your message to life and help to carry your audience with you.
10. **Remember your stories**
Your own personal experiences, used effectively in your speech, will make it both powerful and unforgettable.

And don't forget - Practise. Practise. Practise.