|  |  |
| --- | --- |
|   | **1. Know your material.**Pick a topic you are interested in. Know more about it than you include in your speech. Use humor, personal stories and conversational language – that way you won’t easily forget what to say.**2. Practice. Practice. Practice!**Rehearse out loud with all equipment you plan on using. Revise as necessary. Work to control filler words; Practice, pause and breathe. Practice with a timer and allow time for the unexpected.**3. Know the audience.**Greet some of the audience members as they arrive. It’s easier to speak to a group of friends than to strangers.**4. Know the room.**Arrive early, walk around the speaking area and practice using the microphone and any visual aids.**5. Relax.**Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything. ("One one-thousand, two one-thousand, three one-thousand. Pause. Begin.) Transform nervous energy into enthusiasm.**6. Visualize yourself giving your speech.**Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience clapping – it will boost your confidence.**7. Realize that people want you to succeed.**Audiences want you to be interesting, stimulating, informative and entertaining. They’re rooting for you.**8. Don’t apologize**for any nervousness or problem – the audience probably never noticed it.**9. Concentrate on the message – not the medium.**Focus your attention away from your own anxieties and concentrate on your message and your audience.**10. Gain experience.**Mainly, your speech should represent *you* — as an authority and as a person. Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need in a safe and friendly environment. |

**10 Tips for Public Speaking**

Feeling some nervousness before giving a speech is natural and even beneficial, but too much nervousness can be detrimental. Here are some proven tips on how to control your butterflies and give better presentations: