



Ten Keys to Successful Public Speaking

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Know the Room

- Arrive early
- Be familiar with location
- Practice with microphone
- Preview visual aids



Know the Audience

- Meet and greet the audience as they arrive



Know the Material

- Confidence decreases nervousness
- Practice, practice, practice
- Revise if necessary

Relax

- Take a break before your speech





Visualize Yourself

- Be aware of your presentation
- Be loud, clear, and assured
- Successful visualization = success



Realize the Audience Wants You to Succeed

- Interesting, stimulating, informative, and entertaining

Don't Apologize

- Reminds you
- Draws attention



Concentrate on the Message —not the medium

- You are the master of the material
- Your nervousness will dissipate if you focus on what you know—the material



Turn Nervousness into Positive Energy

- Turn your nervous emotions into enthusiasm for your material
- “Just Do It”
 - Build confidence by doing what you are afraid of



Gain Experience

- Experience builds confidence
- Confidence is the key to successful speaking





Source

- <http://www.toastermasters.org/tips.asp>