HOW TO BECOME AN EXCELLENT PUBLIC SPEAKER



Practice transitioning from a transcript to your memory.

Don't think of a speech as the reading of an essay in front of an audience, but rather as a practiced performance.



Take your time.

If you're given a time limit, refine your speech until it fits comfortably into that time allotment. Speak at a pleasant pace, and if you misspeak or lose your train of thought, pause for a moment to collect yourself.



Don't apologize at the start of your speech.

Never reveal to the audience your possible insecurities about speaking to them. Instead of charming them, it makes them stop listening or feel uncomfortable.



Use notes sparingly.

Don't bring your full speech to the podium, but bring four or five bullet points that outline the main points of your speech.





Release nervous energy with controlled breathing and lay off the coffee.

Slow down your breathing in the minute before giving a speech. Avoid caffeine in the hour before speaking.



Play to your strengths.

If you're funny, make jokes; if you're not, don't force them. Be authentic and talk about what you know. Tell personal stories that connect you with your audience.



Know your audience.

Constantly remind yourself that a speech is for the benefit of your audience. Determine what messages you need to communicate, as well as the best way to deliver them to the people who will be listening to you.

Successful Public Speaking

Matt Avery

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