

Speaking Well In Public Top Tips

- 1 - **Think positive** - you can do it – visualise your favourite images of power and success
- 2 - **Prepare** - know your audience, your aim and your objectives - and write for them
- 3 - **Trust your knowledge** - use note cards, bullet points and key words, not a script
- 4 - **Familiarise** - rehearse, get in early and claim the space, practise with the kit
- 5 - **Relax** - become 'centred' for graceful presence and impact
- 6 - **Breathe** - take deep diaphragm breaths for calm, control and vocal power
- 7 - **Warm up** - try a few tongue twisters [in private!]
- 8 - **Engage** - look at them, smile and talk to them, not to your notes or slides
- 9 - **Speak** - slow down, edit out ums, allow the pause, keep energy up and vary your tone
- 10 - **End well** - anticipate questions, summarise points, give a call to action, thank them

Enjoy speaking well in public!

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