

Ten Suggestions for Successful Speaking

- 1. Know the room**
Be familiar with the place in which you will speak. Arrive early to practice.
- 2. Know the audience**
Greet some of the audience when they arrive. It's easier to speak to a group of friends than a group of strangers.
- 3. Know your material**
If you are not familiar with your material, your nervousness will increase. Practice, practice, practice!
- 4. Relax**
Ease tension by doing exercise.
- 5. Visualize yourself giving your speech**
Imagine yourself speaking, your voice loud and clear. When you visualize success, you will become it.
- 6. Realize that people want you to succeed**
Audiences want you to be interesting, stimulating, informative, and entertaining. They do not want you to fail.
- 7. Don't apologize**
If you mention your nervousness or apologize for any problems you think you have, you may be calling attention to something the audience didn't notice. Keep silent.
- 8. Concentrate on the message (not the medium)**
Focus your attention away from your anxieties and toward your message and audience.
- 9. Turn nervousness into positive energy**
Harness your nervous energy and transform it to enthusiasm.
- 10. Gain experience**
Experience builds confidence, which is the key to effective public speaking.

How to Get Over Nervousness:

1. Accept nervousness
2. Prepare well
3. Practice, Practice, Practice
4. Have good material and a good way to present it
5. Believe in your message



“According to most studies, people’s number one fear is public speaking. Number two is death. Death is number two. Does that sound right? This means to the average person, if you go to a funeral, you’re better off in the casket than doing the eulogy.”
~Jerry Seinfeld

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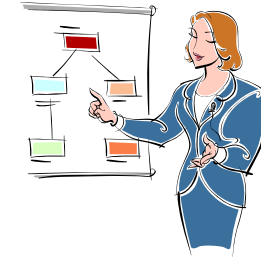
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Effective Public Speaking



Are you nervous about a presentation?
Do you want some helpful pointers to refine your public speaking skills?
Consider these helpful tips and ideas.

studentlife 

EFFECTIVE PUBLIC SPEAKING

Speaking to an audience can be fun and exciting, but a lack of preparation or not clearly communicating your message can make even the best-intended presentation a complete disaster. Here are some things to keep in mind:

- Determine your objective and what you want the audience to take away.
- Define your audience and their familiarity with the topic.
- Once you know how much time you have to present, break it into smaller segments, with each segment tackling a specific task.
- Keep your presentation short and simple. Your audience will not remember everything, so make sure to highlight the most important parts.
- Consider the use of visual aids (powerpoint, projectors, etc). Make sure not to cram too much information on one slide. A good rule of thumb to follow is to keep each visual to six lines or less. Also, make sure graphics are large enough to be seen by every member of the audience.

Six Dreaded Fears of Public Speaking

1. Fear of criticism or being negatively judged
2. Fear of forgetting
3. Fear of embarrassment or humiliation
4. Fear of failure or success
5. Fear of the unknown
6. Fear of repeating past mistakes or negative experiences

If you know your fears, you can better confront and conquer them.

Be a Good Audience Member

- Make eye contact with the presenter
- Sit up straight, look attentive, and have good body language
- Ask questions when appropriate
- Refrain from sidebar conversations
- Respect the presenter
- Don't be quick to criticize
- Don't roll your eyes

Presentation Planning Checklist

Presentation

- Does your introduction grab attention or explain objectives?
- Are the main points in logical sequence?
- Do they flow well?
- Does your closing summarize the presentation clearly and concisely?
- Is the conclusion strong?

Delivery

- Are you knowledgeable about the topic?
- Do you have your notes in order?
- Where and how will you present?
- Have you checked your visual aids to ensure they're working?

Appearance

- Make sure you are dressed and groomed appropriately in keeping with the audience's expectations.
- Practice your speech and pay attention to posture and body language.

Visual Aids

- Are the visual aids easy to read?
- Are the visual aids tied into the points you're trying to make?