



## Public speaking tips

You may or may not feel particularly comfortable speaking in front of people. Either way, there are lots of tricks you can use to help you speak confidently and get your message across. Below you will find ideas for overcoming nerves, as well as practical ways to prepare and deliver a great speech.

### The 6 'P's of Public Speaking

#### Prepare

- Know your topic! Research and plan what you will say.
- Make sure you have or can get the equipment you need for your speech.
- Who are you talking to? Who will be in the audience? Why are they here? What do you need to say? Begin writing your speech with a clear outline of the points you want to make. Select a few key points to build on.
- Where are you presenting? Arrive early to make yourself comfortable with your surroundings, to settle in and relax.

#### Practice

- Practice your speech beforehand with a friend, family member, or your teacher.
- Ask someone to listen to your speaking speed and your volume to make sure the audience can hear you comfortably.
- Ask someone to watch your speech so they can review your physical delivery. Ask them about your energy level, body language, eye contact, energy and rapport.
- The more we practice speaking to groups of all sizes, the more effective we will become as presenters. Try practising in front of a mirror, or recording yourself and watching back.
- Begin by practicing from your written speech. Once you feel comfortable with your speech, write it in note-form (for example, on cue cards) to summarise what you will say.

#### Persist

- Stick with it! Remember, you didn't learn to play a sport, a musical instrument, ride a bike or use a computer the first time you tried. Good public speaking is a learned skill too. Speak publicly whenever you have the opportunity.

#### Props

- These include handouts, photographs, music, and objects that act as examples. Not only do props help enhance the information that is being presented, but they also help the audience remember our points. The warning is to not overdo them and not depend upon them to do our work for us, otherwise props can detract from your speech.

### Positive attitude

- You can do it! Imagine yourself overcoming any fears and achieving your goal. See yourself confidently approaching the front of the room, being warmly greeted, and smiling at the audience. See and hear yourself begin your presentation with a strong and confident voice, remembering all your points, and looking people in the eye. Envision yourself standing tall. Really see and feel yourself having fun as you share your knowledge and expertise.

### Project voice

- Warm up your voice before starting.

When we put all the “P’s” together, we will not only give powerful presentations, we will enjoy doing it and our audience will enjoy listening.

### **Things to keep in mind for public speaking**

These tips will help you with your public speaking experience before, during and after you present.

#### Before:

- Know who your audience is:
  - appeal to all different learning styles
  - plan your presentation using tools such as the 6 “P’s” and presentation skills rubric.
- Ensure you arrange audio visual requirements in advance. Do you need a laptop and projector? Is there an internet connection? Do you have a back-up of your presentation? Do you need a microphone? How do you want the room to be laid out?
- You might want to practice your talk in front of a friend, other students, a group, the whole school. Make sure you choose someone that you know will give you honest feedback.
- Make sure you turn up early and get everything set up before your audience arrives. You wouldn't want to show them all your best visuals before you even begin.

#### During:

Relax before coming to the front by:

- breathing deeply
- practicing positive self-talk
- imagining something humorous about the audience
- trying some exercises such as humming or laughing to release nervous energy.

Keep eye contact with your audience:

- focus on one point initially to gain confidence
- then look around
- refer to notes briefly rather than reading them.

Gain the attention of the audience:

- try using humour (if you feel comfortable with it)
  - make an initial statement that will attract their attention
  - give the audience a **brief** outline of what you will be talking about
  - look confident (even if you do not feel it)
  - find out a bit about the audience and refer to this so they can see you have some interest in them.
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After:

Be prepared for questions that you may not know the answer to. If you do not know the answer, be honest and explain that the question is outside your area of expertise or offer to come back to them at a later time. You might wish to prepare a list of resources/links that you can point interested audience members to if they want more information.

### Presentation skills rubric

	<b>Less successful presentation</b>	----->	<b>More successful presentation</b>
<b>Content</b>	Read everything from paper or screen	Use notes	Can talk mostly from memory with screen/notes to prompt
<b>Eye contact</b>	No eye contact with audience (looking at the ground/paper)	Only looking at the audience sometimes	Looking at the audience most of or all the time
<b>Speed</b>	Speaking too fast or slow	In some parts, speaking too fast or too slow	Speaking at an appropriate pace throughout the presentation
<b>Volume</b>	Too quiet or loud or mumbling	Speaking in a clear, normal voice	Speaking clearly so that you can be heard by everyone
<b>Posture</b>	Stooped, not facing the audience	Facing the audience but rocking or shuffling from side to side	Shoulders back, feet apart, facing the audience
<b>Preparation</b>	No practice	Have practised with the group and worked out ways to improve	Have practiced in front of some non-YEC students/teachers or Green Adelaide Education Officers, and got feedback
<b>Teamwork</b>	One person does all the work. People bossing others around. Talking over the top of others in the group. Blaming each other when things go wrong	Work is mostly shared. Sometimes talking over the top of each other. Not always being ready to help another team member when they need it. Getting side-tracked by things that don't go to plan.	Taking turns and sharing the work. Encouraging each other. Helping when someone asks for help. Focussing on what went well and learning from what did not go well.
<b>Attitude</b>	Team takes negative attitude towards presentation and others. Don't care about the presentation and quality	Some team members have a negative attitude. Some team members not working well as a team and not providing support.	Every team member has a positive attitude to the presentation, encouraging others. Cares about putting together an engaging presentation