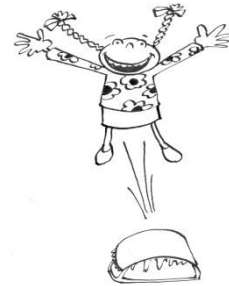


## TOP TEN TIPS FOR SPEAKING IN PUBLIC

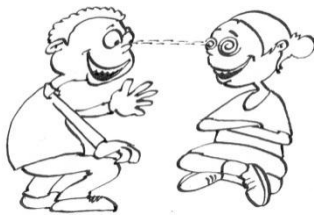
### 1. BE YOURSELF.

This is YOUR chance to speak up – your views, your stories, what you think should be done. How will the listener benefit? What do you want them to do?



### 2. EYE CONTACT.

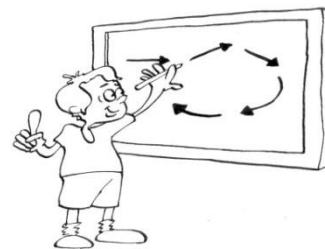
Making regular eye contact with your audience will ensure you maintain their interest. ... and don't forget those at the sides!



### 3. STRUCTURE YOUR TALK.

A clear outline or framework will assist you in remembering what you want to say and assist your audience in understanding your message. Make sure it has a clear beginning, middle and end:

- **Opening** – a strong start helps you to hook the audience. Issue a challenge, make a joke, give a quote or ask a question.
- **Body** - a useful guideline is to have three key points to your talk.
- **Conclusion** – finish confidently and with conviction – a call to action, a challenge, a strong summary or question – your audience will remember best what they hear last.



4. **KEEP IT SIMPLE.**

Tailor your speech to your audience. Communication is about connecting and sharing.



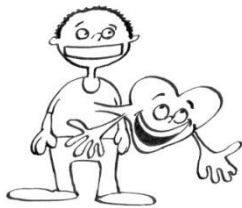
5. **USE THE POWER OF THE PAUSE.**

In speaking the power of silence can greatly add to the impact of your talk. Pausing is much more effective than “um” or “er” or using ‘filler words’ such as ‘like’, ‘but’, ‘maybe’, ‘basically’, ‘actually’.



6. **SPEAK FROM THE HEART TO BE HEARD.**

Show your passion. Be excited about your message. Bring it alive through gestures and vocal variety (pitch, pace, pause and volume) and you will take your audience with you.



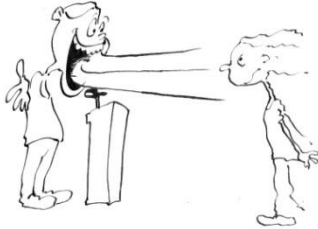
7. **KEEP TO TIME.**

Give your talk, make your point, and speak according to the time you have been allocated



8. **SPEAK UP! AND SPEAK OUT!**

Elevate your voice. Project your voice to the back of the room so that your audience can hear you easily.



9. **BE ANIMATED**

No one can underestimate the power of visual images, that is why animation in the way of gestures and vocal variety (pitch, pace, pause and volume) are not only captivating they enhance the communication of your message.



10. **PRACTICE, PRACTICE, PRACTICE**

Try out your speech in front of friends, family, in your head and even in front of the mirror at home. Request feedback and above all smile and enjoy it and always say YES to every speaking opportunity.

