

Tips on Public Speaking

TONE OF VOICE

A. Pace: Vary your pace by speeding up, slowing down, pausing, and repeating.

B. Variety: Use highs and lows in your voice to hold your audience's attention.

C. Emphasis: Make words or phrases stand out by noticeably altering the volume of your voice (louder or softer) at the important points.

D. Projection: Adjust the volume of your voice for the size of your audience and the room you are speaking in.

GESTURES

Use your hands, face and entire body to illustrate and emphasize your points. Also, maintaining good posture will help indicate your confidence.

EYE CONTACT

Show your belief and confidence in any speech by maintaining eye contact with your audience. You do not have to have your speech memorized, but you can achieve better eye contact by memorizing important parts.

CONFIDENCE

Project confidence by preparing well and by rehearsing. Practice in front of a mirror so that you can see your gestures and your facial expressions. The more you practice, the more confidence you will feel when you deliver a speech.