

STUDENT NOTES: PUBLIC SPEAKING SKILLS

Eye Contact: you should be looking at the audience the entire time. You also want to look at different people. The more eye contact you make with every single person, makes you more personal. But you also don't want to stare and make people feel uncomfortable!

Hand Gestures: your hands should not be in your pockets, or touching any clothes, or be behind you. Use your hands! You can emphasize points with your hands.

Body Movement: you want to control your body, but that doesn't mean not moving at all. You can take a couple paces during your speech between your main points. Use your body to put feeling, passion and emotion into your speech.

Posture: you need to stand straight with feet shoulder length apart.

Confidence: no matter how nervous, shy, or scared you are – you need to appear as confident, strong as possible.

Volume: nice loud voice, but also change your volume. You don't want to have a monotone (flat) voice.

Emotion: you need to believe in what you say. Have feeling and passion behind your words.

Speed: Don't talk too fast. Don't talk too slow. Speak in a normal, conversational voice. But you also want to vary your speed at times. You do not want to talk at the same speed the entire speech or it will be boring.

Dramatic Pauses: when you want to emphasize something very important...pause! Don't say anything for a couple seconds so the audience is paying more attention to see what you will say.

Clear Voice: Clearly articulate your voice. A good practice technique is putting a pen or pencil in your mouth while you speak and try to speak as clearly as possible.

The Introduction: The Introduction is where you want to get the attention of the audience. First, you should have a hook (story, quotation, statistic, joke, or other attention grabber). Second, you need to state your topic. Third, you need to give a preview of your three main points.

The Body: This is where you talk in depth about your three main points. You need to provide evidence, details, and examples for each of your main points.

Conclusion: This is where you summarize and emphasize your points. Try to draw all your information together and leave the audience with an attention grabber, question, quotation, or fact to think about after you are done speaking.