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SPEAKING TIPS

Introduction

Public speaking is a skill that takes some time to learn. When it is done well, you can use it to convince someone to act a certain way, evoke certain emotions, and more. For many people, public speaking can be hard to learn and get right, causing them a good deal of anxiety along the way.

The good news is that anyone is able to learn some of the skills that come with public speaking so you can give one of the best speeches possible. Whether you have a background in public speaking or not, the tips below are going to give you a head start so you can give a great speech too.

1. Know Your Audience

Before you give any speech and start to work on the message, you need to consider who will listen to that message. While most of the research should be done on the topic you would like to present on, you also need to know about the audience. This can help you decide the level of information, the words, and how you would like to organize the information. This can do wonders when it is time to start preparing the speech.

2. Organize the Information

You will likely have a lot of information to share with the audience. Organizing it can sometimes be the most difficult part. Think about the topics you have and how you would like to present them based on the purpose of the speech. Write down some of the main points and see whether they flow together, moving things around as you see fit.

3. Watch for Feedback

While you are giving the speech, gauge some of the feedback that you get and see if you should make some changes. See how others respond to the message and try to stay as flexible as possible as you do the delivery. If the speech is canned or phoned in, the audience will notice and they will stop listening or get confused. Having the flexibility to work with the speech and make it move around can help.