

9 TIPS FOR EFFECTIVE PUBLIC SPEAKING



"It usually takes me more than three weeks to prepare a good impromptu speech." - Mark Twain

1

KNOW YOUR AUDIENCE

The most important ingredient in public speaking is your audience. Know their background and why they are at an event.



2

KNOW YOUR K.S.A. GOAL

Knowing what you hope to achieve with a presentation is critical. Generally, we want to increase **K**nowledge, build **S**kills, or change/elevate **A**ttitudes. Knowing which you are trying to do can help your talk.



3

PRACTICE...BUT NOT TOO MUCH

Practice saying the key themes of any presentation aloud so that you own the information. Avoid rehearsing too much, however, as that can make it harder to be comfortable with unexpected changes or pauses in your presentation due to questions.



4

KNOW YOUR ENVIRONMENT

Get comfortable with where you are speaking. If possible, visit the space prior to the presentation day.



5

TEST ALL EQUIPMENT

Test the computer, clicker, audio, Internet, and any other equipment you might be using to troubleshoot in advance. Be sure you know where you can put tearsheets and other presentation tools.



6

DON'T GO OVER THE ALLOTTED TIME

Less is sometimes more and going over your allotted time is never a good idea. Consider a presentation timing app to help keep you on track. If your presentation or speech will include a section for Q&A make sure to check with the program managers if the provided time includes a Q&A section.



7

PROJECT CONFIDENCE

The more you project confidence, the more confident you are likely to feel.



8

ASK FOR FEEDBACK

Getting constructive feedback can improve your public speaking. Be open to everything and use it to improve.



9

REMEMBER, PRACTICE DOESN'T MAKE PERFECT

No presentation is perfect. Prepare; enjoy the experience; and learn from the audience and your experience..



Information Compiled and Adapted From:

• ["20 World-Class Presentation Experts Share Their Top Tips"](#) (Forbes)

• ["Giving effective presentations: 5 ways to present your points with power, not just PowerPoint"](#) (Think Science)