

# The Art of Public Speaking

There is a myth that states public speakers are born. The fact is you learn public speaking. I do not believe in naturals, it may appear that some people are more gifted, but the the reason they are more gifted is because they developed an interest at an earlier age. The truth is **it takes ten-years to be a natural.**

When you are given the opportunity to speak, you are given the opportunity to share your thoughts, feelings and emotions with the world. It is your chance to influence people and to change lives. To help with this I have prepared a 10 step check sheet for you to use when preparing a speech.

- 1. Know Your Audience.** Can you relate to them and understand their needs?
- 2. Know Your Subject.** Are you an expert or novice on the subject?
- 3. Write it Out.** Have an opening, body, and conclusion with clear transitions from one point to the next, but don't read it unless you have too. This will kill the dynamics of your presentation.
- 4. Avoid Crutches.** Use visual aids ONLY when it will enhance your presentation.
- 5. Practice Your Speech.** You get better by practice and there is no substitute for practice.
- 6. Plan in Advance.** Mark Twain once said, *"It takes about three weeks to plan a spontaneous speech."* You can not start planning too soon as matter of fact I start planning as soon as I know about the speech.
- 7. Time your Speech.** Audience attention fades at 20 - 30 minutes.
- 8. Don't be Long Winded.** Use only what will relate to your audience and what your audience will think is interesting.
- 9. Avoid Opening with Jokes.** Ask questions, use statistics or tell a story, but no jokes.
- 10. Use Your Own Words.** This is the only way I have found to be conversational in a speech. It will also make it more interesting for the audience and you.

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[www.toastmaster.org](http://www.toastmaster.org)**

## Tips of Effective Delivery

- Open with energy and enthusiasm
- Project interest
- Don't apologize
- Use humor
- Use stories and examples
- Involve the audience
- Make a bold statement
- Be aware of your personal appearance
- Watch your volume and rate of delivery
- Avoid "buzz" words that others don't understand

## Distracting behaviors

- Nervous mannerisms
- Wringing hands
- Pacing too much
- Not making eye contact
- Hands in pocket
- Mumbling
- Stiff or sloppy posture
- Leaning on the lectern
- Not listening to audience
- Acknowledge the audience
- Look for non-verbal cues
- Staring at one person too long
- Constant reading from notes

## 3 ways to overcome distracting behaviors

- Practice
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