



# 10 TIPS FOR SUCCESSFUL PUBLIC SPEAKING

*Feeling some nervousness before giving a speech is natural and healthy. It shows you care about doing well. But too much nervousness can be detrimental. Here's how you can control your nervousness and make effective, memorable presentations:*

- 1. Know the room.** Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
- 2. Know the audience.** Greet some of the audience as they arrive. It's easier to speak to a group of friends than to a group of strangers.
- 3. Know your material.** If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.
- 4. Relax.** Ease tension by doing exercises.
- 5. Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and assured. When you visualize yourself as successful, you will be successful.
- 6. Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They don't want you to fail.
- 7. Don't apologize.** If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. Keep silent.
- 8. Concentrate on the message – not the medium.** Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.
- 9. Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm.
- 10. Gain experience.** Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need.

## **VISIT A TOASTMASTERS CLUB!**

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Toastmasters Clubs meet in the morning, at noon, and in the evening in over 50 countries worldwide. No matter where you live, work, or travel you are more than likely to find a Club nearby.

**Join a Toastmasters club.** It's likely that someone from a Toastmasters Club gave this pamphlet to you. Attend their Club and apply for membership. To find a Club that meets at a different time or place, call or write:

**Toastmasters International**  
P.O. Box 9052  
Mission Viejo, CA 92690  
Tel. (949) 858-8255 • Fax (949) 858-1207

In North America, call our voice mail system at 1-800-9WE-SPEAK to request additional information and a list of Clubs. A complete list of Toastmasters Clubs is also available on the World Wide Web at <http://www.toastmasters.org> or send E-mail to [tminfo@toastmasters.org](mailto:tminfo@toastmasters.org).

## **ORGANIZE A TOASTMASTERS CLUB!**

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There is an economical way to provide communication training to your employees – and at a fraction of the cost of other programs! It's Toastmasters. Individual involvement produces instant results in your employees.

To learn more about conducting the Toastmasters program in your company, contact Toastmasters International and request a New Club Information Kit.

*The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.*