

Sun Devil Suggestions

The American Psychiatric Association lists Public Speaking as the number one phobia or fear of the vast majority of Americans. However, it is an activity that we must all do at one time or another. Improving your knowledge and skills in this area can help improve your educational experience and advance your career. Through the use of these tips you can overcome your fears and speak effectively and responsibly.

Remember to gain the attention of your audience. Your intro is key for setting the tone of the rest of the speech. **MAKE A GOOD FIRST IMPRESSION!** Don't just announce your topic – introduce it! Speak about something you care about. If you are not interested in the topic, no one else will be.

10 Tips For Successful Public Speaking

1. Know your Audience – know what appeals to your audience. Greet them as they arrive. It is easier to speak to a group of friends than a group of strangers.
2. Know your environment – Be familiar with the room you will be speaking in. Arrive early and walk around the speaking area to familiarize yourself. Practice using the microphone, podium, and any visual aids.
3. Know your material – Being unfamiliar with your material can leave you feeling unsure and more nervous. If you don't know where you are going, you will probably wind up somewhere else. Practice your speech and revise it if necessary.
4. Visualize yourself giving the speech – Imagine yourself in front of an audience, speaking with a loud, clear, and assured voice. When you visualize yourself as successful, you will be successful.
5. Realize that the audience wants you to succeed – no one wants to see you fail. The audience wants you to be interesting, informative, entertaining, and give you their full attention.
6. Relax – Ease nervousness and tension by breathing or doing exercises.
7. Don't apologize – By calling attention to mistakes, you are increasing your own nervousness and calling the audience's attention to something they may not have noticed. Continue the speech as if nothing had happened, and don't let a mistake make you lose your concentration.
8. Concentrate on the message, not the medium – the audience is there to hear the message you convey. Focus your attention away from your nervousness and onto the audience, and the message. Your nervousness will disappear.
9. Turn nervousness into positive energy – Nerves can be positive! Harness your nervous energy and transform it into enthusiasm.
10. Gain experience – Experience builds confidence, which is key in public speaking.

Resources

Check out *American Speaker: Your Guide to Successful Speaking* from the SDIC Leadership Library (3rd floor MU)

Books available at Hayden Library:

The Complete Guide to Public Speaking - Jeff Davidson

High Impact Speeches: How to create and deliver words that move minds
- Richard Heller

Presentation Skills: The Essential Guide for Students
- Patsy McCarthy

The Speaker's Handbook
- Jo Sprague

Websites to Visit:

<http://www.speechtips.com/>

<http://www.toastmasters.org/tips.asp>

<http://www.freenet.edmonton.ab.ca/toast/tips.html>

<http://www.stresscure.com/jobstress/speak.html>

<http://www.themotivationalspeaker.com/publicspeaker>

And remember...

“You can speak well if your tongue can deliver the message of your heart.”

– John Ford