**10 Tips for Public Speaking**

1. **Know your material.** Pick a topic you are interested in. Know more
about it than you include in your speech. Use humor, personal stories and conversational language – that way you won’t easily forget what to say.
2. **Practice. Practice. Practice!** Rehearse out loud with all equipment you plan on using. Revise as necessary. Work to control filler words; Practice, pause and breathe. Practice with a timer and allow time for the unexpected.
3. **Speak to the audience.** Greet some of the audience members as they arrive. It’s easier to speak to a group of friends than to strangers.
4. **Know the environment.** Arrive early and practice
5. **Relax.** Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything. ("One one-thousand, two one-thousand, three one-thousand. Pause. Begin.) Transform nervous energy into enthusiasm.
6. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience approving – it will boost your confidence.
7. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They’re rooting for you.
8. **Don’t apologize** for any nervousness or problem – the audience probably never noticed it.
9. **Concentrate on the message.** Focus your attention away from your own anxieties and concentrate on your message and your audience.
10. **Gain experience.** Mainly, your speech should represent *you* — as an authority and as a person. Experience builds confidence, which is the key to effective speaking.