



STUDENT INVOLVEMENT

Student Organizations
and Leadership

Public Speaking

When speaking in public, there are things you should be aware of to best present yourself to your audience.

STAGE PRESENCE:

This establishes your role in the presentation and increases your comfort level.

- Know your material.
- Meet any co-presenters ahead of time.
- Remember to smile.
- Check out your audience (in advance, if possible). Know who they are!
- Get a feel for the room/venue you will be in. • Use good posture. • Greet participants/audience if appropriate.
- Look your audience in the eye.
- Maintain an enthusiastic voice.
- Move into the audience if you can/appropriate.

VOICE:

This is used to create interest, establish confidence, and facilitate interest.

- Tone
- Volume
- Variety

DRESS:

This helps to establish your presence and present yourself professionally.

- Know the audience and dress appropriately for them.

QUESTIONS:

Use them to refocus the group, redirect the discussion, obtain information from the audience, and control the pace of the session.

TYPES:

- On the overhead.
- Direct for response.
- Open to share ideas.
- Return to prevent tangents and control verbose audiences.

PROXEMICS:

This is the use of space, eye contact, and room set up.

- Stand while presenting.
- Move around.
- Arrange the room in a way that works best for you.

PLACES YOU MIGHT HAVE TO SPEAK:

- In class
- For elections
- Interviews (jobs or schools)
- Presenting awards

QUICK TIPS FOR SPEAKING:

- Relax
- Prepare and rehearse. Going over your presentation will help. It also helps you know how long you will be.
- Videotaping is a great tool. What are you doing? You can change it if you need to.
- Maintain good eye contact. Draw your audience into the presentation. Make them feel like you are personally relaying the information to each individual. Watch for expressions for feedback to tell if they are interested or understanding.
- Use as few notes as possible. Have an outline on an index card. By rehearsing, you'll probably only need it to refer to once or twice.
- Remember, you are giving some sort of info to your audience. They are most likely interested.
 - Speak slowly, clearly, and loudly enough.
- Don't babble. Say what you are there to say.
- If you will be using a microphone, practice with one (or improvise with a pencil, hairbrush, etc.)