

## DO'S & DON'TS OF PUBLIC SPEAKING

*Feeling some nervousness before giving a speech is natural and even beneficial, but too much nervousness can be detrimental.*

*Here are some proven tips on how to control your butterflies and give better speeches:*



- **BE PREPARED & KNOW YOUR MATERIAL!** Speak about a topic you are interested in and know well. Know more about it than you include in your speech. Use humour, personal stories and conversational language – that way you won't easily forget what to say!

For the Showgirl Competition prepare and rehearse a short summary about yourself and memorise it. You can then use this as the basis for every interview and speech you do. Make sure it's logical, well set out, has a good conclusion and be prepared to change and modify it to suit the occasion. Knowing your material well will really boost your confidence and enhance your speech.

- **BREATHE, RELAX & BE CALM!** Begin by addressing the audience. It buys you time and calms your nerves. Pause, take a deep breath, smile and count to three before saying anything. Don't rush through your speech, breathe and pause if necessary.
- **BE SINCERE!** Make eye contact with the audience, speak with conviction and most importantly feel comfortable and believe in what you are saying!
- **USE HUMOR!** This is a sure way to win over an audience and funnily enough it also relaxes you. Add humour, don't be boring but please no jokes. Don't be smutty, racist or negative.
- **BE PREPARED FOR THE UNEXPECTED!** Always be prepared for the unexpected, i.e. power failure, people asking questions, you are asked to present something or have something presented to you.
- **PEOPLE WANT YOU TO SUCCEED!** Realise that people want you to succeed. Audiences want you to be interesting, stimulating, informative and entertaining. So don't forget you are almost a showman, people have come to hear you speak so keep them entertained!
- **DON'T APOLOGISE!** Don't apologize for any nervousness or problem – the audience probably never noticed it, by saying sorry you draw attention to your mistake. Simply pause, regain your thoughts and begin where you left off!
- **LESS IS MORE!** The expression 'less is more' is very relevant to public speaking. Keep your answers simple and direct and know when to be quiet and stop speaking. You must know when to stop talking – like I said before don't be boring!
- **LOOK LIKE YOU'RE ENJOYING IT!** This will draw people into you and make you feel and look more confident!
- **PRACTISE PRACTISE PRACTISE!** Practise builds confidence which is the key to public speaking! Practise to your family or pets or in front of the mirror or whilst in the car – just practise!

# MICROPHONE TECHNIQUES

Using a microphone can be tricky, here is some quick tips to help you speak effectively and clearly with a microphone;

- **DON'T MOVE THE MICROPHONE AROUND TOO MUCH!** Whilst being distracting to the audience, moving the microphone around will affect the volume of your voice and ultimately the delivery of your speech.
- **NEVER TAP THE MICROPHONE!** Tapping the microphone is distracting and unprofessional
- To avoid distortion, ensure the mic is held no closer than 2 to 3 inches from your mouth near the base of your chin. You will have to experiment a little as the distance is dependant on the individual.
- Pointing the microphone towards a speaker when you are too close causes a high-pitched noise.
- If the microphone is on a stand adjust the height before speaking to avoid distraction.

