

Inspire Foundation: Public Speaking – The Big Five Keys to Survival!

1. Know what you want to say
2. Know how to say it
3. Say it
4. Add a story or two
5. Finish

1. Know what you want to say:

Structure – organization of ideas:

Introduction: aim to engage the audience's attention and indicate what you are going to talk about. Remember to take people from what they know or can identify with before you get into the details of what you are doing. "I hated piano practice when I first started perhaps some of you had similar feelings when you started to learn something new"

The Body: devote the equivalent of a paragraph to developing each of the points you wish to make. Eg. Discipline " I remember getting up at..." (point & evidence) Develop your talk in a logical order.

Try and avoid lists: your points should not seem like a list, without any connection with each other

Conclusion: summarize the main points

2. Know how to say it

While delivering a speech, remember the following:

Stance: leaning against a lectern, for example, is not a good look & avoid annoying/distracting gestures such as continually flicking a fringe back

Audibility: every member of your audience must be able to hear you

Pitch & Pausing: vary your pitch , pause for effect

Tone: cheerful, concerned, angry, excited etc as require

Gesture: generally planned mild actions not overdramatic
gestures work best

Eye contact: make eye contact so that each person feels that
you are speaking directly to him or her.

(Do not fix on a spot above the heads of the audience on the
back wall – the wall is not interested in what you have to say)!

Facial expressions: –use appropriate facial expressions – smile

Pace: do not speak too quickly – let people take in what you
are saying

(play mind games with yourself – if you are nervous, in your
own mind imagine that you are speaking to a group of your
friends or even family members

3. Say it &

4. Add a story or two

Say what you want to say, talk about what you know is so much
easier and generally it is what your audience wants to hear.

They also love to hear one or two good stories from your life – don't
make them too long and use them to add strength or interest to what
you want to say to the audience.

“I was delighted to accept that, award it was so special but I have to
confess I nearly missed the event I did not know that the
underground was on strike that day and so.....”

5. Finish: Stop strong summarise don't add & don't end in waffle!