

Do's and Don'ts of Public Speaking

Do:

- 👍 Research your topic
- 👍 Find quotes related to your main ideas
- 👍 Think of your own life events and anecdotes related to the topic
- 👍 Ask for stories from people who have experiences related to your speech
- 👍 Find some compelling statistics related to your speech
- 👍 Think of current events that could be used for comparison and development of your main points
- 👍 Develop analogies for situations you are trying to describe
- 👍 Use imagery, or language that appeals to the senses to allow the audience to picture things you are describing
- 👍 Type or write out the entire speech ahead of time so you know how you plan to discuss your topics and to edit yourself
- 👍 Introduce the main ideas you will discuss
- 👍 Repeat your main ideas as you discuss each one
- 👍 Create a conclusion about your main ideas, but keep it brief
- 👍 Practice relaxation and fear attacking exercises to reduce stage fright
- 👍 Practice giving your speech aloud in front of a mirror, in front of mock/practice audiences, and/or in a tape recorder
- 👍 Use humor when appropriate- Non-offensive, self-effacing, light-hearted jokes and sarcasm are best
- 👍 Use visual aids such as handouts, PowerPoint, posters, video, etc.
- 👍 Create an outline to keep yourself on track
- 👍 Speak in a loud, clear voice with good inflection

Don't:

- 👎 Wing it
- 👎 Be fake
- 👎 Go too long
- 👎 Backtrack and/or go on tangents
- 👎 Say your speech aloud for the first time in front of the actual audience for which it is intended
- 👎 Read the speech
- 👎 Speak softly or mumble
- 👎 Forget to prepare and know your topic thoroughly
- 👎 Insult your audience or talk down to them
- 👎 Use the words "you guys" to refer to the audience
- 👎 Try to speak in a non-conversational tone, e.g. using too many big words
- 👎 **Overuse** statistics and quotes
- 👎 Use unfunny and inappropriate humor
- 👎 Use inappropriate language for shock value
- 👎 Repeat "crutch" words or phrases like "um" or "like"
- 👎 Tell the audience you are nervous or unprepared
- 👎 Forget to look at your outline to remind you of the order of your speech
- 👎 Point out when you forgot a point and go back to it when it no longer makes sense
- 👎 Be unprepared for objections or questions raised by the audience
- 👎 Exaggerate the consequences of the speech
- 👎 Exaggerate your own lack of competence
- 👎 Exaggerate the importance/value of the audience members in relation to yourself