

SPEAKING IN FRONT OF AN AUDIENCE

Taking risks is the way to succeed.

Do's

Make a plan of what you are going to say and try to keep it to 5 main points.

Write the 5 main points on a card or overhead transparency to remind you.

Before you start, take some very deep breaths and say to yourself "This will be okay".

When you start your talk, smile and stand tall and say what you're going to talk about.

Then ask your audience to *do* something, e.g.

- look at an overhead transparency
- look at a poster or interesting item you have brought along
- answer a question or fill in a quiz.

Now you'll be feeling more relaxed. Give your talk. Use humour if you can.

Speak clearly and in a reasonably loud voice.

While you're giving your talk, look in the eyes of several different people.

Show lots of things for your audience to look at.

Talk naturally about your topic using your card with the 5 main points as a reminder.

Keep to the time limit.

Don'ts

Don't fidget; keep still.

Don't give too much uninteresting detail.

Don't look at the floor or up in the air.

Don't *read* your notes.

Don't mumble or speak in a very soft voice.

Don't go very far beyond the time limit.

Don't be silly and show off.



CHECKLIST FOR SPEAKING IN FRONT OF AN AUDIENCE

How Did You Go?

Tick the box if this was done.

- Made a plan for the talk beforehand, using no more than 5 main points.
- Wrote the 5 main points on a card or overhead transparency.
- Smiled at the beginning.
- Stood tall.
- Introduced the topic.
- Got the audience to *do* something after the introduction.
- Spoke clearly.
- Spoke in a reasonably loud voice.
- Looked in most people's eyes during the talk.
- Didn't give too much uninteresting detail.
- Didn't fidget.
- Talked naturally about the topic instead of reading notes.
- Kept to the time limit.

