

Name _____ Class _____



Effective Public Speaking



-
- Prepare well
 - Look good, feel better
 - Encouragement

-
- Good posture
 - Appropriate gestures – What should I do with my hands?
 - Deep breaths
 - How much should I walk around? Where should I stand?

-
- Engage your audience one person at a time
 - Look at one person per sentence
 - Look just over their heads or at a point

-
- Loud enough to hear
 - Volume, intonation and stress
 - Correct intonation patterns

-
- What if I stutter or forget a word?
 - SLOW DOWN!!!

Speech Outline

1. _____
 - ✓ HOOK (an interesting story or question)
 - ✓ Introduce what you will say
2. _____
 - ✓ Introduce the main idea and give examples to support the main idea
3. _____
 - ✓ Summarize or restate using synonyms what you have already said

