

how to improve your PUBLIC SPEAKING

Public speaking can make even the most confident person scared, (). Therefore, we bring you some advice from experts to help you out.

"I always begin my planning with the end", says Karen Glossop, psychologist. "What are my one or two main points ()?" Plan the talk around those points and build the structure accordingly. Even if you don't have time to prepare, she advises to spend your short time thinking about what it is you want to say: "When your audience leaves the room, ()? If you answer that, you will structure your message well."

Another expert, who coaches people in communication and presentation skills, suggests that you should make your speech memorable. "Create an opening that grabs attention (). We naturally only remember the first and last bits anyways".

The most important thing is to remember your main ideas and not the exact words, says the president of the Academy of Public Speakers. "Prepare in advance (). While doing so, focus on the message rather than trying to remember every single word in order", he says. No one will know exactly (), so leaving out a word will not cause a problem.

"When you practise, include any slides, charts, aids or props ()", he adds. How you present your speech is equally, or maybe even more important than what you say. Speaking slowly and clearly is very important too. Don't rush through your talk, no matter how much ().

- A) in order to have enough opportunity to practise
- B) I want the audience to leave with
- C) what you have planned to say
- D) so you can enjoy the experience
- E) in order to help to illustrate the points you're making
- F) what is it that you want them to remember, think or do
- G) you want it to be over
- H) but doing so is brilliant for our careers
- I) and an ending that gives the audience a takeaway
- J) yet psychologists say we should never turn down a chance to speak

