Name _____ Class _____

Effective Public Speaking

_____

- Prepare well
- Look good, feel better
- Encouragement

_____

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

_____

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

_____

- 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

LIVEWORKSHEETS