HOW TO

GIVE A GOOD TALK

BEFORE THE TALK ...

1 .....
Choose carefully. You can talk more easily about something you like and know about.

2 .....
It's often better to say less! Choose a few ideas and think about how to communicate them clearly to your audience.



3 .....
BEGINNING: It's important to start well, so think of an interesting way to begin.

MIDDLE: You should say three important things about your topic. Think the most carefully about this part of your talk as it is the longest section.

END: You don't want your talk to end badly. People often remember the ending the best, so why not plan this part of your talk first?

4 .....
Write your main ideas on a card. This helps you remember your talk better when you practise.

5 .....
Practise at home. When you can do it easily without notes, then you're ready.



WHEN YOU DO THE TALK ...

6 .....
Talk less quickly than you usually do but speak more clearly and more loudly than usual. Make sure that everyone can hear you easily.

7 .....
Talk to your audience, not to your hands or to the floor. Look quickly around the room at people's faces and check they are listening.



GOOD LUCK!

a Don't try to say too much
b Don't speak too fast
c Get an idea
d Make notes
e Look up not down
f Plan your talk
g Prepare