

## **10 Tips for Public Speaking**

Feeling some nervousness before giving a speech is natural and even beneficial, but too much nervousness can be detrimental. Here are some proven tips on how to control your butterflies and give better presentations [*useful principles that can be applied to the role of Commentator*]:

1. **Know your material.** Pick a topic you are interested in. Know more about it than you include in your speech. Use humor, personal stories and conversational language – that way you won't easily forget what to say.
2. **Practice. Practice. Practice!** Rehearse out loud with all equipment you plan on using. Revise as necessary. Work to control filler words; Practice, pause and breathe. Practice with a timer and allow time for the unexpected.
3. **Know the audience.** Greet some of the audience members as they arrive. It's easier to speak to a group of friends than to strangers.
4. **Know the room.** Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
5. **Relax.** Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything. (*“One one-thousand, two one-thousand, three one-thousand. Pause. Begin.”*) Transform nervous energy into enthusiasm.
6. **Visualize yourself** giving your speech. Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience clapping – *it will boost your confidence.*
7. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. *They're rooting for you.*
8. **Don't apologize** for any nervousness or problem- *the audience probably never noticed it.*
9. **Concentrate on the message** – *not the medium.* Focus your attention away from your own anxieties and concentrate on your message and your audience.
10. **Gain experience.** Mainly, your speech should represent you — as an authority and as a person. Experience builds confidence, which is the key to effective speaking.

