PREPARING YOURSELF FOR PUBLIC SPEAKING


**PREPARATION**

- Practice deep breathing
- Drink plenty of water
- Have a positive attitude
- Use high energy
- Offer no disclaimers
- Concentrate on the audience
- Breathe

**PRACTICE**

- Practice out loud
- Practice with your notes
- Practice in front of an audience
- Practice using delivery techniques
- New words make your point stronger

**DELIVERY**

- Be yourself
- Use vocal variety
- Speak up
- Control your body
  - Plant your feet
  - Relax your arms
  - Make eye contact with the audience
  - Don’t play with your notes
  - If you have a microphone, test it before you start.