Public Speaking 101

Effective public speaking is a skill. To build these skills takes self-awareness and practice.

1) Leave baggage and qualifiers out of your presentation.
2) Watch your body language, eye contact, facial expressions and movement.
3) First impressions are lasting impressions.
4) Use vocal inflections.
5) Avoid work fillers e.g. “um”, “like”, “you know”, etc.
6) Avoid “you guys”
7) Use Pauses.
8) Use non-gendered language.
9) Use simple, accurate, concise and appropriate language.
10) Use active language and not passive language.
11) Avoid jargon, unless addressing an audience that is aware of that jargon.
12) When delivering a presentation, one should be dynamic and confident.
13) Think about the question: What takeaway message do I want my listeners to go home with?
14) Have an Introduction, Body and Conclusion.
15) Conclusions should summarize the main points.
16) A general roadmap for building your presentation should be: Preview, Explain and Review.
17) Limit your main points and sub points to avoid overload an information overload.
18) Do your homework and research.
19) Seek feedback from an honest critic.
20) Make every presentation your own.
21) Less is more.
22) Focus on the listeners – the audience wants you to succeed!
23) Breathe
24) Your voice carries emotional, enthusiasm, and messages about your commitment to your listeners.
25) Remember to share a smile with your listeners.
26) Rehearse, rehearse, rehearse!
27) If you can’t be interesting, then keep it brief.