

## **10 Techniques for Effective Public Speaking**

1. **Relax.** Give yourself time to take a couple of deep breaths before you begin.
2. **Use good posture.** Standing up straight conveys a sense of confidence. Poor posture looks sloppy and conveys uncaring and/or weakness.
3. **Concentrate on the message.** Stay focused on what you want to say. Don't be distracted by things around you.
4. If you are giving technical information, **use familiar words.** You won't impress with tech jargon that no one understands.
5. **Make eye contact.** Look at your audience, find a few friendly supportive faces and use their attention to make your point.
6. **Do not apologize.** Don't make excuses for not being ready. Your audience does not know that you forgot one of your charts or didn't get a final graph completed. Present what you have with confidence!
7. **Forget ever being perfect.** No one is perfect. Just be enthusiastic and pace your presentation to avoid being rushed at the end if time is short. Practice before hand.
8. If you are using a prop/pointer or remote control, **don't fidget** or wrap the cord around your finger over and over.
9. **Keep your hands out of your pockets.**
10. **Dress well** on your presentation day. You want your audience to hear your message, not read your t-shirt or figure out the dangling earring symbol in your ear