



## 10 Tips for Public Speaking from Toastmasters

**Know your Material** Pick a topic that you are interested in. Know more than you include in your speech. Share stories or use conversational language to help you remember what to say.

**Practice. Practice. Practice!** Rehearse out loud with all equipment you plan on using, Revise if necessary

**Know your Audience** greet guest as they arrive, it is easier to speak to a group of friends than strangers

**Know the room** arrive early walk around the speaking area, become familiar with equipment

**Relax** ease tension by doing exercises, transform nervous energy into enthusiasm

**Visualize yourself giving the speech.** Imagine yourself giving the speech, the audience clapping, it will boost your confidence

**Realize the people want you to succeed.** Audiences want you to be interesting, informative and entertaining, they don't want you to fail.

**Don't apologize** for any nervousness or a problem, the audience might not notice

**Concentrate on the message, not the medium** keep your mind on your message, and your audience, not your anxiousness or anxiety

**Gain Experience** a Key to effective speaking is experience, which builds confidence, a toastmasters group is a safe place to practice, thereby gaining confidence