10 Tips for Successful 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:

1. **Know your material.** Pick a topic you are interested in. Know more about it than you include in your speech. Use 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.
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.** Ease tension by doing exercises. 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 don't want you to fail.
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.** Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need in a safe and friendly environment.

Visit a Toastmasters meeting!

Toastmasters groups meet in the morning, at noon, or in the evening in communities and corporations all over the world. No matter where you live, work or travel, you are likely to find a group nearby.

Visit **www.toastmasters.org** and click on Find a Club at the top left of the home page or contact us at:

(949) 858-8255 • membership@toastmasters.org

Organize a new Toastmasters group!

The best way to provide communication training to your employees – at a fraction of the cost of other programs – is to start an in-house Toastmasters group. Individual involvement produces instant results in your employees.

To learn more about conducting the Toastmasters program in your company, contact Toastmasters International and request a New Club Information Kit. You won't regret it!

Toastmasters International

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