T. I. P. S.

Convenient and simple techniques or suggestions to help improve in a variety of public speaking areas.

Basic Guidelines for Public Speaking

The basics:
- Don't overestimate what your audience knows
- Relate the topic directly to your audience
- Don't be too technical; define key terms
- Avoid abstractions, be descriptive and detailed
- Personalize your ideas (be a storyteller)
- Be creative!

Be sure to help your listeners sort out facts and ideas:
- Use transitions
- Summarize your main points
- Tell them what you are going to tell them (Intro)
- Tell them what you told them (Conclusion)

Example of basic speech organization:
- **Introduction (about 10% of speech)**
  - Attention getter
  - Audience relevance
  - Speaker's credibility
  - Thesis statement
  - Preview of main points

  Good Transition Statement

- **Body (about 85% of speech):**
  - Main point 1
    - Sub-point 1
    - Sub-point 2
      - Sub-sub-point 1
  - Main point 2
  - Main point 3

  Good Transition Statement

- **Conclusion (last 5% of speech):**
  - Signal the end (ex: "In conclusion….")
  - Reinforce thesis (recap, or summarize main points)
  - Call to action if needed (persuasive)
  - Clincher (ex: "....thank you)

The most important guideline for a successful speech is to be well prepared. Speaking is a skill. Just like any other skill, improvement only comes with practice!

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