

Basic Guidelines for Public Speaking

- 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 give your listeners help in sorting 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** (5 parts) (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)
This area includes your main points with subpoints

*****Good Transition Statement*****

- **Conclusion**
Signal the end (ex: in conclusion....)
Reinforce thesis (recap, or summarize main points)
Call to action if needed (persuasive)
Clincher (....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!

The Speaking Center
Presents

T
I
P
S

Techniques to Improve Public Speaking.

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

