

T.I.P.S.

The Speaking Center Presents:

Techniques to Improve Public Speaking

To schedule an appointment visit: <https://www.csusb.edu/speaking-center-jhbc>

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

Preparing a Presentation

Do you have an upcoming presentation you will be delivering? Starting the process can be the most difficult part. Use this guide to help organize your thoughts during the *preparation phase* of your presentation.

Suggestions for preparing a presentation:

- Begin preparing by deciding what you will be presenting.
 - If you have a choice on what you get to present, choose a topic you are either interested in or knowledgeable about.
 - Choosing a topic that fits you will help build credibility and bring enthusiasm to your presentation.
 - Choosing a topic you know about or are interested in can also help to reduce communication apprehension and anxiety.
- Decide what the general purpose and specific purpose of your presentation are going to be.
 - *General Purpose* → Are you informing or persuading?
 - *Specific Purpose* → What specific aspect of your topic will you be talking about?
- Determine your central idea (thesis statement).
- Consider your audience: Their interests, abilities, demographics, etc.
- Create an outline to help organize your speech.
 - Introduction with a great attention getter
 - Body of your speech with multiple main points
 - Conclusion with an impactful ending
- Practice, practice, practice!
 - Seek feedback.
 - Ask a friend or peer to listen to your speech.
 - Record your speech and watch it yourself so you can identify areas you can improve.



Public speaking is similar to many other forms of communication. It is a skill that can be improved with practice!