



# Public Speaking Tips

## FEAR FIGHTERS

The fear of speaking before a group keeps many potential leaders under cover. Do not let fear hold you back. Use the following tips to build confidence:

- Work up to speaking gradually by sharing your ideas in FCCLA committees and chapter meetings.
- Be prepared. The more you have researched a subject, the more comfortable you will feel speaking about it.
- Find out as much as you can about the audience and the setting and design your speech accordingly.
- Practice your presentation until it is familiar and comfortable.
- Arrive early. Test all equipment you will be using and set up for your presentation in advance.
- If possible, find a private spot before your presentation to sing, hum, or yawn out loud. These actions relax your throat and vocal cords.
- Concentrate on breathing slowly and deeply during your speech.
- Make eye contact.
- Try to keep things in perspective.

## TIPS FOR TALKS

- Know the facts.
- Have a goal. Know what you are trying to achieve and create a speech or presentation custom-designed with that goal in mind.
- Customize your speed to appeal to your audience.
- Be organized.
- Consider nonverbal messages. Include not only what is said and how it is said, but also what is conveyed by expressions, body language, and appearance.
- Use audiovisual aids when appropriate to dramatize and/or clarify your message.
- Be enthusiastic but sincere.
- Use an outline if you need to.
- Be short and to the point.
- Help the audience make personal connections to the presentation.

## WORKSHOPS THAT WORK

Consider the following when developing dynamic workshops.

### Welcome and Introduction

- Be brief.
- Let your audience know you are glad to be there.
- Explain who you are and why you are leading the group.
- Make the audience feel important.
- Start with a catchy story or icebreaker.

### Body of the Workshop

- Share your goals and/or objectives.
- Present facts, figures, and information in an interesting way.
- Include information about specific FCCLA projects and programs.
- Involve the audience by doing activities that make people move and mingle.

### Summary and Closing

- Summarize the major points.
- Allow time for questions and discussion.
- Challenge the group to a further commitment.