



# Successful Speaking Tips For VIEWS Members

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## **Know the room.**

Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.

## **Know the audience.**

Greet some of the audience as they arrive. It is easier to speak to a group of friends than to strangers.

## **Know your material.**

Be prepared. Practice your presentation, rehearse aloud and be prepared to ad lib or craft your base material depending on how the audience reacts to it.

## **Relax.**

Turn nervousness into positive energy – transform it into vitality and enthusiasm. Breathe!

## **Visualize yourself giving your speech.**

Imagine yourself speaking in a voice that is loud, clear and assured. When you visualize yourself as successful, you will be successful.

## **Don't apologize.**

If you mention your nervousness or apologize for any problems you think you might be having, you may call attention to something that your audience had not noticed.

## **Concentrate on the message.**

Focus your attention on your message and on your audience.

## **Gain experience.**

The more you speak, the better you get. Practice makes perfect!

## **Simplify visuals.**

When using visual aids, use less text so your audience can focus on your words, gestures and body language for more impact. Check for consistency in fonts, formatting and slide transitions to ensure professionalism. Be selective with your visuals.

## **Finish Strong.**

The final words you say may be the most remembered. Drive your point home and come to a conclusion that inspires action. Do not introduce any new material in the conclusion; simply summarize the key points.

## **Stick to the time limit.**

Don't break your contract with your audience by going over the allotted time.