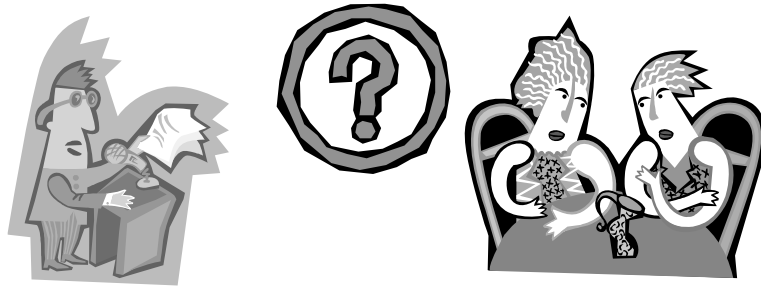




ALL
ABOUT

PUBLIC SPEAKING

All about Public Speaking.

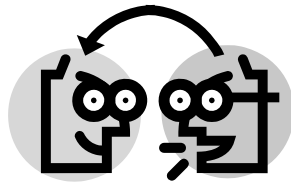


Why is Public Speaking
different than just talking
with a friend?

Question: Is public speaking different than just talking with a friend?

PUBLIC SPEAKING

means you have



an **AUDIENCE**

Public speaking IS different than just talking with your friends!

Public speaking means you have an audience. An audience is a group of people who will listen to you.

PUBLIC SPEAKING

means you have



AUTHORITY

Public speaking IS different than just talking with your friends!

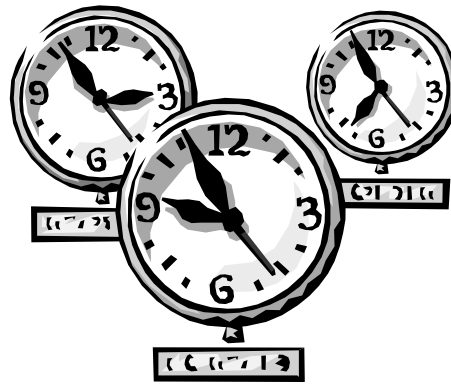
Public speaking means you have authority. You are speaking in public about something you know a lot about.

Here are some
speaking tips for

Before

During

After



Here are some tips for what to do before, during, and after you speak in public.

Before



HYGIENE

Be CLEAN

Before you speak in public you should think about your hygiene.

Good hygiene means being CLEAN.

Shower.

Brush your teeth.

Shave.

Use deodorant.

Look and smell good!

Before



OUTFIT

What to Wear?

Before you speak think about how you want to present yourself.

Wear clean clothes when you speak in public.

Wear “nice” clothes, like the kind you would wear for an important job interview.

Don't wear clothes that have messages on them.

Before

PREPARE

What will you say?



Prepare your speech ahead of time. Think about what you will say.

Make short notes about your important points.

Before

PREPARE

How will you say it?



Notes



Pictures

Write or draw notes to remind yourself about what you want to say.

Make short notes about your important points.

Use pictures to help you remember what you want to say.

Before

Practice



Practice your speech before you speak in public.

Ask a friend to listen to you.

Ask a friend to tell you what they like or dislike about your speech.

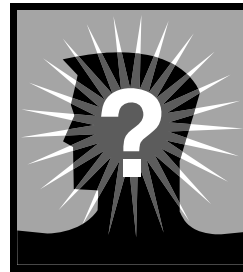
Ask them to tell you if you say anything that they don't understand.

During

Explain your “Ground Rules”

What if ...

- people have questions?
- people arrive late?
- people need to leave early?
- people need to take a break/ use the bathroom, etc?



Some people are nervous about speaking in public. It's OK, that's natural! You can bring friends to help you.

You can also bring a friend to help translate if people who don't know you find it hard to understand the way you talk.

During

3 STEPS:

- 1) Tell them what you're going to do.

What will you talk about?

- 2) Do it! Give your speech.



- 3) Tell them what you did: Review.

Some people are nervous about speaking in public. It's OK, that's natural! You can bring friends to help you.

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During



Bring a friend to help

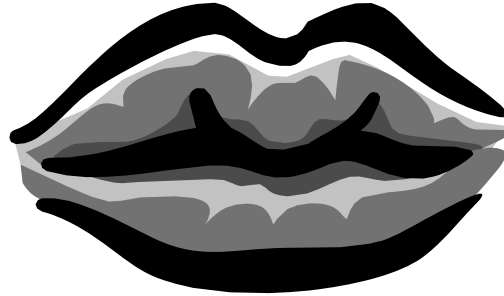
Some people are nervous about speaking in public. It's OK, that's natural! You can bring friends to help you.

You can also bring a friend to help translate if people who don't know you find it hard to understand the way you talk.

During

K.I.S.S.S.

Short
Simple
Sincere



During your speech remember the word “KISS”.

K.I.S.S.S stands for:

Short. Don’t say more than you need to.

Simple. Don’t use letters, big words, or nick names to talk about something. Use simple language and explain everything clearly.

Sincere. Tell the truth and speak from your heart. Share what is important to you.

During

Use “Props”



Pictures, Toys, Video, Music and more

Whatever helps make your point

Use “props” during your speech to help make your point. Props are things like pictures, overheads, videos objects that represent things, and music.

During



Be an **EXPERT**

Talk about something YOU KNOW ABOUT! During your speech remember that you are an expert! Don't make things up.

If you are talking about your life, you are the number one authority!

During



BODY LANGUAGE

During your speech remember to use good body language.

Don't move around while talking.

Keep eye contact, and or focus, with people in your audience. Don't stare down at your notes, or up at the ceiling.

Talk TO your audience!

During

**SLOW
CLEAR
SPEECH**



During your speech remember to speak slow and clear.

During

Mistakes are OK!

Fix it and
move on!



If you make a mistake during your speech, DON'T WORRY!

Everyone makes mistakes!

Don't let them become the focus of your speech. Apologize/explain/correct it and
MOVE ON!

During

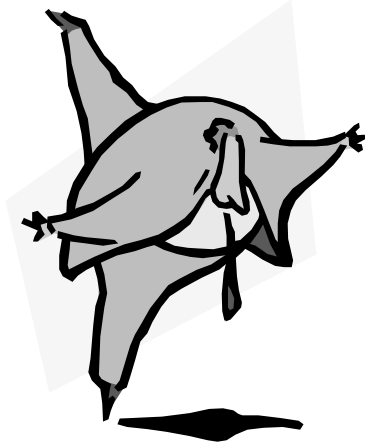


**Watch the
Clock!**

Watch the clock.

Don't go over your time limit if you have one.

After



Say

“Thank you”

Thank your audience when you are done.

After

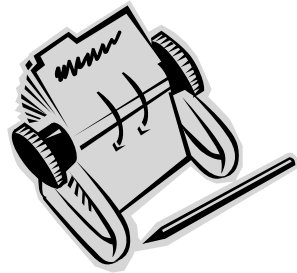


**Answer any
Questions**

Make sure you have enough time left. If you do, ask if anyone has questions.

If you ran out of time, then offer to answer questions afterwards.

After



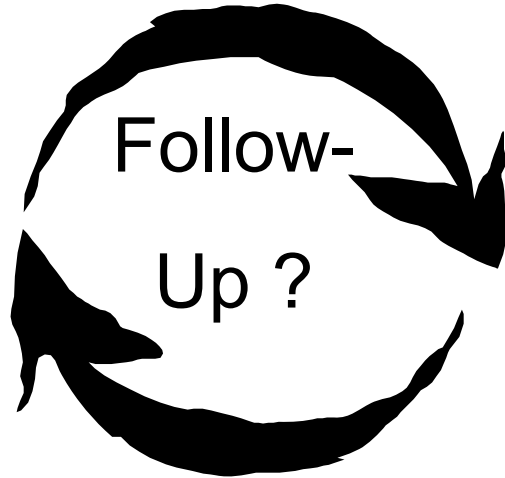
Share your **Contact Information**

*What info should you share?
What should you keep private?*

Question: what is “contact information”?

Give people your contact information so they can get in touch with you when you are done speaking.

After



Remember to send a letter, or email , or to call people from your audience if you need to follow up on what you said in your speech.

For example, you could send a letter to the House Finance Committee to follow-up on the speech you gave during testimony time.

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