



Wynspeak: Public Speaking Tips

Introduction

- These tips are based on notes from the Rotary Ainger Peck Award.
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Impact on the Intellect

- **Plan** your presentation. Pay strict attention to the **opening** and **closing**- you need an attention-getting opening, and a very positive closing. Look for a more imaginative opening than “Hi, my name is so and so and the subject of my talk tonight is...”
 - Draw “word pictures.” Make an audience “SEE” what you are talking about, not just HEAR it.
 - In addition to content, speakers may use analogies, anecdotes, and the music of the language to illustrate and enhance delivery.
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Impact on the Emotions

- **Enthusiasm:** An audience responds to effective delivery when they feel **personally addressed and involved** by speakers who convey enthusiasm for their topic, and their conviction that it is important and interesting, and whose delivery results in attracting undivided attention.
 - **Pace:** An audience cannot absorb the spoken word delivered at greater than 80-90 words per minute. This is SLOWER than normal speech.
 - Do NOT read your speech in a droning monotone. Use light and shade.
 - **Eye-contact:** Establishing and maintaining eye-contact and using the full range of suitable gestures and voice to match the words and the message are essential ingredients. Above all they must be **themselves** rather than perform as actors. It is all about convincing an audience to listen, understand and remember the message.
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Memory Aids

- **Notes** (used discreetly) may be helpful. Remember notes regarding thought-starter headings. Thus, unless you can make it seem that you are not, do **not** work from a full script. Have your notes on **cards**- not larger than 20 * 15 cm and written on one side only. Use your notes as a memory jogger for points you want to make and deliver those points in a natural an unforced manner.
 - Don't memorise a whole speech- rather use dot points on a card for spontaneity. If you memorise your speech, and then forget a bit, you will grind to an embarrassing halt.
 - Remember this is not a “*read your essay aloud*” competition, but a chance to speak directly to and engage an audience.
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