**10 Tips for Public Speaking**

**Notes By: Jerome Trinidad**

#1 Manage Your Anxiety

How to manage your anxiety?

* By physically warming up like push ups or walk around the building
* Do a quick tongue twister
* Be at the moment. Listen to music to help you be present at the moment

#2 Start slowly and clearly and avoid talking too fast right away

#3 Pronounce the last letters of the word

#4 Record yourself

What to look for?

* Look for mannerism
* Listen and list-in the words you have hard time pronouncing properly and practice

#5 Get “Yourself” out of the way

The one that is usually hindering the message and the recipients of the message is our self. So avoid talking about much of yourself unless it is necessary and related to the message. If you notice that you are not making too much sense, try to get out of the way or proceed to next thought.

#6 Be a good story teller. No matter how great the idea if we can’t get it across someone it is not that profitable. Story can get your message across.

#7 Organize your thoughts by building structures. Remember speaking is more of an art than a science. There is no one perfectly right structure and you don’t have to be perfect.

Examples of CommunicationStructures:

* **Structure your delivery around questions:** The "What? So what? Now what?" structure. Start firstly by talking about what it is. Secondly, why it is important . And then what the next steps are.
* Structure to benefit and to never lose “Connection” with your audience. The "Problem > Solution > Benefit" Structure. You firstly start talking about what is the problem. Then talk about a way to solve the problem. And then talk about the benefit of solving it.

#8 Make delivery “Conversational” to establish and sustain great connections.

#9 Don't jump to conclusions without gathering enough information. So understand and be in touch with the listeners and receivers to fulfill your obligation as a communicator.

#10 We are more than just public speakers we are preachers, messengers and ambassadors or our Holy Lord so it is important to mind that every time we go behind the Holy pulpit sanctified by the Lord there is always eternal if not long term consequences.

***Add-on Tip***: Providing a conducive place where the saints can receive the word of God is very important.

**Public Speaking for Beginners:**

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**Do’s and Dont’s**

1. ✘ Rambling & Long Winded

✓ Organized & Concise

* When you are rambling and disorganized, it is hard to follow the flow of thought for your listener.
* A good example of an organized flow of delivery is:

| **INTRODUCTION** | | |
| --- | --- | --- |
| **#1** | **#2** | **#3** |
| **CONCLUSION** | | |

1. ✘ Bad Eye Contact - Don’t look on wrong places, e.g. floors or ceiling or heads. A tip is one thought = one look . One look on one person, finish the thought then, look on to the next person.

✓ Direct Eye Contact - If you are looking you are connecting and you are making an impact.

1. ✘ Cluttered Notes - When we cluttered our notes with too many details. We tend to look locked in our notes rather on our audience. This also means you need to really study and know your subject matter.

✓ Simplified Notes - makes speaking in a conversational style and have a good connection with them in your natural personality. Example of Simplified Notes is below:

**Takes an audience-centered approach.**

**4 Ways:**

* **Listeners’ psychology**
* **Listeners’ Interests**
* **Audiences’ Age**
* **Audiences’ Gender**

1. ✘ Complex Slides - When our slides are loaded with texts and jammed pack with the details, it’s very hard to follow what is going on.

✓ Clear, Simple Slides

The rule of thumb is: if you are spending 2-3 minutes on each slide you are most likely wasting your time, an example of a simple clear presentation is below:

**USE A CONCISE TITLE**

**> Bullets are clear**

**> Simple**

**> Help you make a point**

1. ✘ Fidget - Don’t fidget with your hands, or with your feet, or phase back and forth endlessly because you are nervous.

✓ Confident Posture & Gestures - Make a confident posture where you stand in one place for a little while, and then if you want to move with a purpose, share the message, and then move in one place again with a purpose. The same thing with your hand, you want to use gestures with your hand that emphasize ideas and thoughts, rather than fidgeting them in your pockets, or playing with your pen. These unnecessary gestures will distract your listeners.

1. ✘ Too soft & Fillers - The use of your voice is important avoid too much uhmm or mmm’s. Ahh and so...

✓ Confident, Loud Voice with pauses - Loud voices, and clear volume to reach to the back of the room. Emphasize your keywords with the sound of you voice, and then lastly is pause after you emphasize a key thought or idea.