

10 Tips for Successful Public Speaking

Most of us, at some time in our lives, will need to address a group, whether it be for business or work purposes, or at a social function.

I still recall, as a little girl, watching my dad in awe as he emceed at a wedding. It was the first time I'd ever seen him do anything like it and I was so proud of him. He was superb!

If you'd like to be successful the next time you're required to speak in front of a group, here are 10 tips, courtesy of Toastmasters International, to help you:

1. **Know the room:**

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

2. **Know the audience:**

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

3. **Know your material:**

If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practise your speech and revise it if necessary.

4. **Relax:**

Ease tension by doing exercises.

5. **Visualise yourself giving a speech:**

Imagine yourself speaking, your voice loud, clear and assured. When you visualise yourself as successful, you will be successful!

For more coaching tips and strategies to help you achieve your goals and create and live the life you've always wanted, as well as information on one-to-one and group coaching to help you get there, visit www.blueskycoaching.com.au or contact Tania below.

6. Know that people want you to succeed:

Audiences want you to be interesting, stimulating, informative and entertaining.

7. Don't apologise:

If you mention your nervousness or apologise for any problem you think you have with your speech, you might be calling the audience's attention to something they hadn't noticed.

8. Concentrate on the message - not the medium:

Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.

9. Turn nervousness into positive energy:

Harness your nervous energy and transform it into vitality and enthusiasm.

10. Gain experience:

Experience builds confidence, which is the key to effective speaking. A Toastmasters Club can provide the experience you need.

For more information on Toastmasters International visit www.toastmasters.org.

And, if you live in Adelaide, and would like to improve your presentation skills, learn to think and speak on your feet and to improve your social interaction skills, join Speakers' Corner Toastmasters. For details, contact Sharon on: 0438 831 877 or at sharon@persuasivepresentations.com.au.

For more coaching tips and strategies to help you achieve your goals and create and live the life you've always wanted, as well as information on one-to-one and group coaching to help you get there, visit www.blueskycoaching.com.au or contact Tania below.