SINE QUA NON: ALLIES IN HEALING
SPEAKER'S TIPS & TOOLS

Points to remember about public speaking

1. Speak slowly and clearly.

2. Let people hear the punctuation. Do not use a questioning tone unless asking a question or speaking a series.

3. Avoid run on sentences

4. Breathe regularly. Pause occasionally so your audience can take in what you are saying.

5. Tell them what you are going to tell them, tell it to them, then tell them what you told them.

6. Never apologize. Don't say "I'm sorry". Instead say, "Bear with me ", Give me a minute", or "just a minute".

7. Lists or a series of points should only consist of 3 items.

8. Talk as if you are talking to a friend. Do not use jargon.

9. Over learn your 3 main points

10. Move within the 4 feet of the Speaker's Square. Use your hands.

11. Make eye contact. If afraid, find the most sympathetic face and talk to that person for a short period of time, then move your glance to others in the audience.

12. Speak and project the voice from the diaphragm. Bounce it off the back wall. If your voice gets locked in the throat, breathe to release it. Later, explore what is blocking that area either physically or emotionally, and do some therapeutic healing work.

13. Anyone can be an effective public speaker no matter what her style.

14. Never swallow the ends of your words or a sentence. Strongly end each sentence. In English, the end of a sentence is indicated by a downward or lower tone.

15. Speak from the heart. Let people see your authentic self.

16. Connect your points with meaningful details. Be specific and concise. It is useful to present vivid examples of the things to which you refer in your talk.

17. Acknowledge applause. Receive it. Smile! Don't step on the laugh lines.

18. Practice often. Use an audio or video recorder, or speak in front of a mirror, or to friends who can point out habitual movements.

19. Get friends to videotape you making a short speech.

20. Use every opportunity to perfect your public speaking style.