
A BRIEF GUIDE TO EFFECTIVE PUBLIC SPEAKING

Speaking well in public is a very valuable and difficult skill. There is no substitute for practice but some of the tips and ideas below will help you be confident at the Summit.

Whenever you have to speak in public remember: everyone who does it is nervous no matter how experienced they are, the audience will always forgive you for making a mistake, and be yourself; there is no "right" way of speaking or giving a speech!

Speaking Out

Whatever you are speaking about, it is essential that you structure your points well, so that your audience can clearly follow the issues you address.

Make sure you don't try to cram in too much; the sessions during the Commonwealth Youth Summit are quite short and there will be lots of different opinions. Keep your comments to less than three minutes.

Delivery

Good delivery is absolutely vital. Unfortunately if your audience is distracted by odd mannerisms or turned off by a dull delivery then they will be less likely to hear your message.

Verbal

Think about the acoustics of the room – for example; lots of people or furniture will absorb the sound of your voice and large halls which echo mean you need to speak even slower than normal.

★ **Rate:** Are you speaking too quickly? A good thing to ask yourself is "Am I speaking too slowly?" If you think the answer is "Yes" then you are probably speaking at the right rate.

★ **Pauses:** Do you use pauses to add impact to your speech or do you simply race through it?

★ **Variety:** Do you vary your voice? Does the pitch of your voice rise during questions? Does the volume of your voice decrease when you are describing a quiet moment? You will do this all the time while speaking, try saying the word "really" as a question, a statement and as a sarcastic remark – same word but three different ways to use your voice.

★ **Pronunciation/ Articulation:** Don't try to use words because they are long and sound clever if you wouldn't normally do so. Odd words which don't fit with the rest of your speech sound out of place rather than making you sound smart.

★ **Language:** Is your language appropriate? Avoid slang terms that may not be understood by your audience.

Non-verbal

★ **Gestures:** Do you use gesture effectively? Do you over gesture?

★ **Movement:** Do you move around too much when you speak? Some movement is natural when you speak but pacing or swaying become distracting.

★ **Eye contact:** Do you maintain good eye contact? Using small notes helps to make sure you don't hold anything in front of your face and make sure you look at your audience.

Finally

All speeches do a combination of three things: entertain, inform and persuade. Getting the right balance between these three aims depends on the purpose of your speech. Make sure you know what you are trying to achieve before you start.



Guide To Effective Public Speaking

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Table of Contents Guide To Effective Public Speaking

1. Understanding the eBook Guide To Effective Public Speaking
 - The Rise of Digital Reading Guide To Effective Public Speaking
 - Advantages of eBooks Over Traditional Books
2. Identifying Guide To Effective Public Speaking
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Guide To Effective Public Speaking
 - User-Friendly Interface
4. Exploring eBook Recommendations from Guide To Effective Public Speaking
 - Personalized Recommendations
 - Guide To Effective Public Speaking User Reviews and Ratings
 - Guide To Effective Public Speaking and Bestseller Lists
5. Accessing Guide To Effective Public Speaking Free and Paid eBooks
 - Guide To Effective Public Speaking Public Domain eBooks
 - Guide To Effective Public Speaking eBook Subscription Services
 - Guide To Effective Public Speaking Budget-Friendly Options
6. Navigating Guide To Effective Public Speaking eBook Formats

- ePub, PDF, MOBI, and More
- Guide To Effective Public Speaking Compatibility with Devices
- Guide To Effective Public Speaking Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Guide To Effective Public Speaking
 - Highlighting and Note-Taking Guide To Effective Public Speaking
 - Interactive Elements Guide To Effective Public Speaking
- 8. Staying Engaged with Guide To Effective Public Speaking
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Guide To Effective Public Speaking
- 9. Balancing eBooks and Physical Books Guide To Effective Public Speaking
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Guide To Effective Public Speaking
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Guide To Effective Public Speaking
 - Setting Reading Goals Guide To Effective Public Speaking
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Guide To Effective Public Speaking
 - Fact-Checking eBook Content of Guide To Effective Public Speaking
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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