

Public Speaking

Many people consider public speaking one of their biggest fears. Learning to give effective oral presentations will contribute to your success in college and will likely be a major part in your career or professional success. If you take the time to organize your thoughts and learn to handle anxiety giving presentations will become much easier.

Steps for Giving Presentations	Description
Decide what you want to say	<ul style="list-style-type: none"> Decide the goal of your presentation. To speak effectively you need to think about the end product. Ask yourself questions such as: who is your audience? Why have you been asked to speak? How long do you need to speak for?
Prepare a Structured Presentation	<ul style="list-style-type: none"> Start the presentation with the purpose in mind. Why are you giving a presentation? What do you want the participants to gain from your message? Do more with less. Have a basic message you want to deliver and stick with it. Open/Input/Close. Split your presentation into three parts that are linked together. <ul style="list-style-type: none"> Open: Explain the purpose and what participants can expect to gain. Input: Provide the information you have chosen to support your purpose. Close: Provide brief summary and provide time for questions. Plan your use of time. Plan how much time you will spend of each section of your presentation. Develop an outline. Summarize your key points on an index card for rehearsal. This will make you more confident during your presentation. Rehearse. When your presentation is finished try it out. It may be helpful to practice your presentation in front of a mirror or another person.
During your presentation	<ul style="list-style-type: none"> Make eye contact with your audience Be energetic & enthusiastic Fight stage fright
How did you do?	<ul style="list-style-type: none"> After your presentation review your performance and make a list of how you could improve for your next one.