The ability to speak confidently in public is crucial to professional and personal success. If you can speak with integrity in a style that engages your listeners, you can accomplish just about anything.

Improving your public speaking skills is a sure way to achieve success in almost any field. The goal of this Public Speaking Web Site is to help you navigate your way to success. I welcome your feedback about any aspect about this website.

Public Speaking For Everyone

Preparing and delivering your first public speech can be a daunting affair. You may find it difficult deciding what you want to say, how to say it, or perhaps the thought of speaking before an audience scares you. It’s true that some people are naturally talented at public speaking, but the good news is that with some helpful guidance, anyone can write and deliver a successful speech that will be remembered for all the right reasons.

Solid Foundations

Your first instinct may be to sit down with a pen and paper and charge full steam ahead into the first line of your speech. Don’t. You will save yourself a lot of time and effort, not to mention much frustrating re-writing, if you begin instead by devoting some time to careful planning of your speech. Through effective preparation, you will answer all the questions and doubts about your speech before they arise. The contents of your speech, and how you deliver it, are based on three important factors: the occasion, the audience, and the purpose of your speech.

It’s now time to prepare to deliver your speech. If you are nervous or inexperienced, you will probably want to choose to read your speech from a script or from notes.

Reading From a Script

Reading your entire speech from a script may give you confidence and ensure that nothing is forgotten, however it is the least desirable option for delivering your speech. You will find it more difficult to see your audience, and make it harder for them to get involved to you. When reading from a script it is extremely difficult to deliver your speech to your audience, rather than just read it aloud.

Using Notes

If you are not confident enough to recite your speech from memory, then the use of notes is a much more desirable option than using a complete script. Your notes should consist of the keywords or points of your speech - a skeleton of thoughts or words around which you can build your speech. You may refer to your notes occasionally to maintain the thread of your speech, while for the most part of you will be able to speak directly to the audience.

Reciting From Memory

You may prefer to recite from memory. However you should only do this if you are comfortable speaking publicly, and not prone to loss of concentration (or memory!). As with reading from a script, you should be careful not to lapse into a monotonous recitation of your speech.

Speech Delivery Tips

Make sure that your appearance is well presented. Speak clearly, and adjust your voice so that everyone can hear you. Don’t shout for the sake of being loud. It is common to speak rapidly when nervous, try to take your time speaking. Effectively used, a pause in your speech can be used to emphasise a point, or to allow the audience to react to a fact, anecdote or joke. Make eye contact with your audience. This helps to build trust and a relationship between the speaker and the listeners. Do not fidget or make other nervous gestures with your hands. - Do not keep your hands in your pockets. Do use hand gestures effectively. Be yourself, allow your own personality to come across in your speech.