



Public Speaking Tips

Name of Group Members: _____

Instructions

Read the following public speaking tips to use as a guideline for your group’s presentation. Use the outline template on the next page to prepare for your presentation.

1. Stand straight and look people in the eye when speaking. (Note: This approach may be different depending upon the cultural setting in which you are presenting.)
2. Speak slowly and in clear sentences.
3. Avoid saying “um,” “like,” or other words that suggest you are nervous.
4. Practice your presentation before delivering it in public.
5. Provide visual examples of your topic.
6. Allow time for questions. If you do not know the answer to a question, explain that you will get back to the person. Be sure to follow through in providing him/her with a response.

Presentation Outline

Use the following guidelines to prepare an outline for your presentation. Practice presenting until you feel comfortable.

- In a few sentences, introduce the topic about which you are presenting. _____

- Provide details about the topic and why it is important to your audience. _____

- Conclude your presentation with a brief summary. Reiterate your main point(s) and allow time for questions.
