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Top 10 Tips for Public Speaking

1. Focus your attention on the information you are trying to convey.
2. Know your material well and feel comfortable with the information you are sharing. This will naturally decrease some of the nervousness that you will feel.
3. Do your research and familiarize yourself with the audience so that you can provide information that is most pertinent to them.
4. Give yourself permission to be human and real; you do not have to be perfect.
5. Pay close attention to what unhelpful messages you are telling yourself. Positive self-talk can help reduce the jitters caused by the fear of public speaking.
6. Practice your speech in front of your friends and ask them for their feedback or record yourself and listen to your recording.
7. Do some mindfulness relaxation techniques to help you relax before your public-speaking engagement.
8. Remind yourself that each time you speak in public, you are building confidence, which will help you in future speaking engagements.
9. Be creative in your presentation (e.g., tell a story, use multimedia, encourage interaction or tell an anecdote) so that your presentation is optimally engaging.
10. Accurately assess the amount of material appropriate for the time frame of your presentation. Try to avoid including more information than the audience can absorb.

The Staff & Faculty Counseling Center can help you learn how to incorporate these elements in your life. For a free and confidential consultation with one of our counselors, please call and schedule an appointment at 310-351-6259.

Campus Human Resources, Staff and Faculty Counseling Center

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