

# EFFECTIVE PUBLIC SPEAKING

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- I. **Where to begin**
  - a. What do you want to say
  - b. Type of speech
    - i. Styles of presentation
      - 1. memorization
      - 2. extemporaneous
      - 3. impromptu
    - ii. Styles of speech
      - 1. informative
      - 2. persuasive
      - 3. ceremonial
  - c. Audience analysis
  
- II. **Outline**
  - a. Thesis
  - b. Main Points
  - c. Intro/Conclusion
  - d. Sample outline / specific outline
  
- III. **Delivery Tips/Anxiety Techniques**
  - a. Conversational style
  - b. Fake out audience
  - c. Make eye contact
  - d. Body Movement / hiding behind the podium
  - e. Fidgeting
  - f. Clothing
  - g. Pausing
  - h. Vocalized pauses
  
- IV. **How to prepare**
  - a. PRACTICE! PRACTICE! PRACTICE!
  - b. Practice in front of people, family/friends