

## Handout 11: Basic Presentation Tips Dos & Don'ts

A good speech will feel like the speaker is **actively conversing** with the listeners.

It is not always good to memorize a whole speech. If you lose focus, even for a second, you may easily forget your speech, and become confused or embarrassed. It might also sound boring and monotonous.

Spontaneity is a characteristic of an effective speech. Whilst it is important to **plan key points**, the ability to “think on your feet” is a skill public speakers should develop.

### DO

**Get to know the audience**

**Practice your speech**

**Project your voice**

**Tell people why they should care about your topic**

**Have an outline of your main points**

**Use stories and facts**

**Finish your speech by telling the audience what they can do next**

**Vary your voice whilst you talk**

**Look at the audience**

**Make gestures and move around the space**

**Use visual elements**

### DON'T

**Point out your mistakes**

**Use the same approach for every audience**

**Make up your speech as you talk**

**Tell bad jokes**

**Get “stage fright”**

**Assume your audience won't like you**

**Read your speech word for word**

**Take as much time as you want**

**Talk in the same tone the whole time**