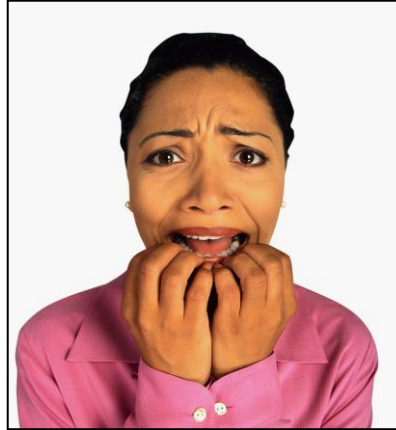


Public Speaking



Aren't you the brave one! You've chosen to give a short speech to your group. Some people get very stressed about doing this. But don't worry. The more often you do it, the easier it gets.

Prepare well:

- Prepare cue cards as memory aids with just a few words on them.
- Present the information **in your own words**.
- Choose words that your audience will understand. Explain things in everyday language.
- Practise in the mirror. Speaking skills get better with practice. Don't just read your speech straight off the page, use the cue cards.
- Time yourself. Your speech should be no longer than **three minutes**. (It could also be shorter.)

When the time comes to give your speech:

- Take a deep breath, drop your shoulders and relax.
- Make eye contact with your audience. Look friendly.
- Speak slowly and clearly.
- At the end, invite the audience to ask questions.

