
Public Speaking

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Outline

- Preparation
- Content
- Dealing with anxiety
- Delivery
- Tools
- Adversarial situations



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Preparation

- Know your audience
- Know what they expect of you
- Know what you want them to take away from your message
- Know what you are going to ask them



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Content - The Right Message

- Is it simple?
- Can you make it real?
- Can you paint a verbal picture?
- Message should be impactful
- Strong opening and conclusion goes a long way



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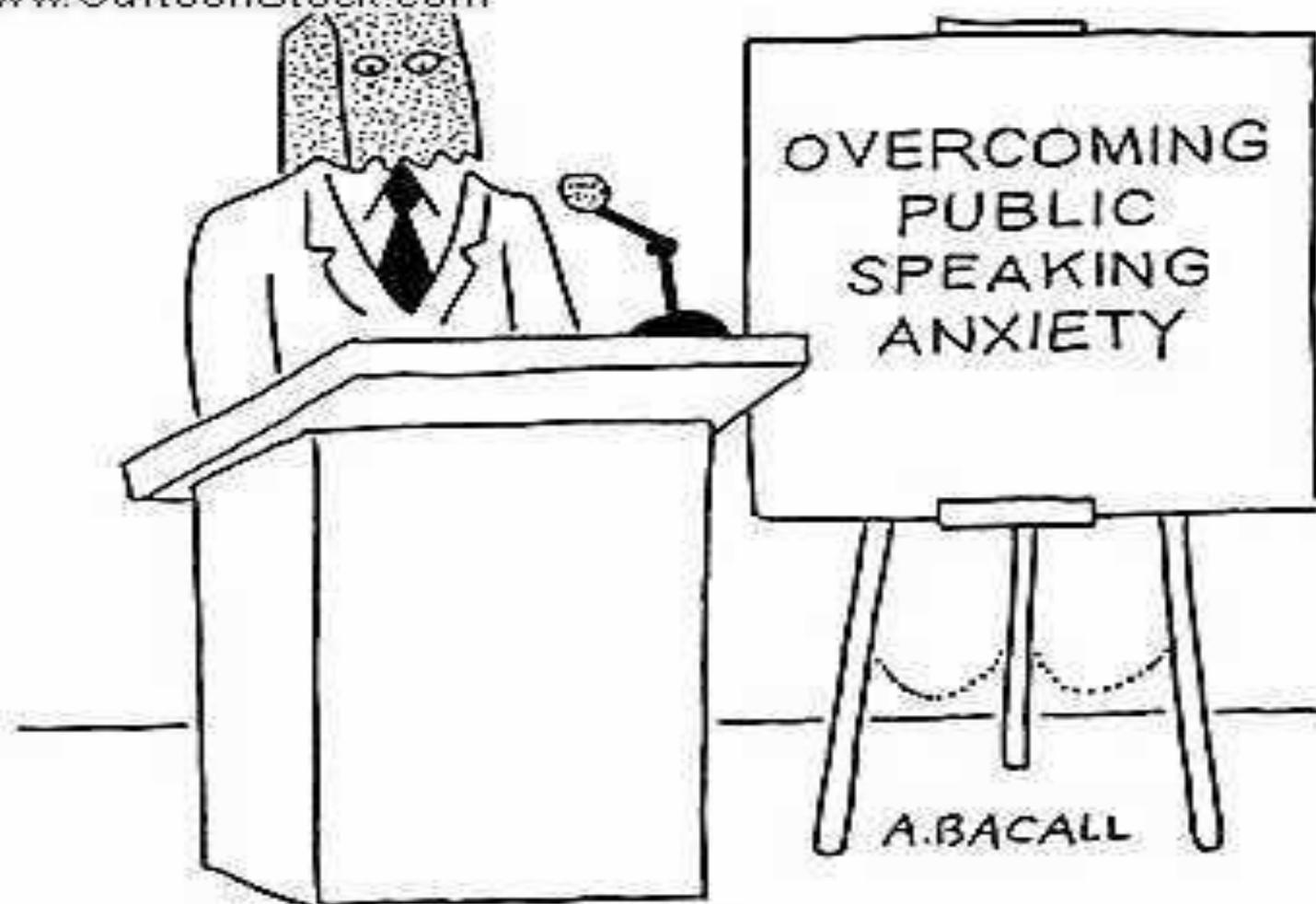


Content - Making it Personal

- ❑ Anecdotes and personal stories make the subject more relatable
- ❑ Talk about yourself, your experiences
- ❑ Exude confidence
- ❑ Be inclusive – Use 'we' not 'I' whenever possible



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Dealing with Anxiety

- ❑ It is normal to feel nervous
- ❑ Concentrate on the message – not the medium
- ❑ Relax, smile, and take your time
- ❑ Visualize yourself giving your speech
- ❑ Practice, Practice, Practice!



Delivery

- ❑ Greet some of the audience members as they arrive
- ❑ Begin by addressing audience
- ❑ Maintain eye contact
- ❑ Project your voice
- ❑ Don't apologize for any nervousness or problem



Tools

- Confidence
- Personal experience
- Positive attitude
- Facts
- Notes
- Feedback



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Adversarial Situations

- ❑ Remain positive, calm, and confident; show concern
- ❑ Use humor when appropriate
- ❑ Admit weaknesses and move quickly to focus on the overall message you want to convey
- ❑ Give a solution



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Summary

- ❑ Confidence is golden
- ❑ Focus on the message
- ❑ Connect with your audience via eye contact and personal experience
- ❑ Practice often
- ❑ Project your voice
- ❑ Make it fun!



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