

## **PUBLIC SPEAKING - Speaking up for yourself**

- \* Find out as much as possible about the event: who else will be speaking; who is the audience; how are you 'billed' and introduced?**
- \* Sort the technical stuff: copy PowerPoint files to your own flipdisk; take a spare copy of any handouts.**
- \* Kickstart your session with a personal touch: why you do what you do, or your approach; that helps the audience to focus on you.**
- \* Don't ramble; shorter sentences are best.**
- \* Use questions - especially before you give them statistics, e.g. "Do you know how many women work in manual trades? Well, the most recent survey showed....."**
- \* Practise - out loud, in front of a mirror.**



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