



# PUBLIC SPEAKING TIPS





1. - **Define your objective:** Clearly identify the purpose of your speech. Are you providing updates, recognizing achievements, or outlining future goals? Knowing your objective will help you structure your speech effectively.
2. - **Keep it focused:** As it's a short speech, make sure to stay on topic and avoid unnecessary details. Stick to the main points you want to convey and ensure your message is clear and concise.
3. - **Plan your structure:** Begin with a brief introduction to set the context and grab your team's attention. Then, present your main points in a logical sequence. Use a storytelling approach or share examples to make your speech relatable and engaging. Finally, conclude your speech with a concise summary or a call to action.
4. - **Use a conversational tone:** Create a relaxed and inclusive atmosphere by adopting a conversational tone. Speak naturally and use language that is easy to understand. This will help your team connect with you and better absorb the information.
5. - **Use visual aids if needed:** Depending on the content of your speech, you may want to use visual aids such as slides or charts. Visuals can help clarify complex information and make your speech more visually appealing. However, ensure that the visual aids enhance your message rather than overwhelm it.
6. - **Practice and time yourself:** Even for a short speech, practice is essential. Rehearse your speech to build confidence and ensure a smooth delivery. Time yourself to make sure you stay within the allocated timeframe.



7. - **Maintain eye contact:** Establishing eye contact with your team members helps create a connection and shows that you are actively engaging with them. Try to make eye contact with different individuals throughout your speech.

8. - **Use body language effectively:** Your nonverbal cues can enhance your speech. Stand tall, use open gestures, and move naturally within your speaking area. Maintain a positive and confident posture to convey authority and enthusiasm.

9. - **Express appreciation and enthusiasm:** Express your appreciation for your team's efforts and achievements. Show genuine enthusiasm for their work and the goals you're presenting. A positive and encouraging tone can inspire and motivate your employees.

Remember, a short speech requires precision and clarity. Focus on delivering your key points effectively while maintaining a connection with your team. With practice and preparation, you can become a compelling speaker in front of the team you lead.