

Public Speaking Guide

1. Brainstorm topics with your overall goal, purpose, and audience in mind.

- Choose a topic you are passionate about.
- What is your audience's current knowledge on the topic?
- Ask yourself what information your audience hasn't heard before.

2. Research your topic and become as familiar with it as possible.

- Use key search terms from brainstorming to dive deeper into research.
- Becoming a "mini" expert on the topic aids with confidence and delivery.

3. Narrow down your topic and start to organize your thoughts

- Develop a thesis as a claim that states the overall goal to your speech.
- Choose 2-5 main points of the most important information.
- Carefully select supporting material from your research that fits your goal.
- Start with a working outline, get feedback, revise, and finalize.
- Don't forget to integrate citations from your research!

4. Prepare to present your speech

- Create a strong opening. Why should your audience listen to you?
- Create effective, personalized speaking notecards that work for you.
- Your notes should serve as a guide not as a word for word manuscript.

5. Practice, Practice, Practice

- Focus on your voice, posture, gestures, eye contact, and speed.
- Time yourself a few times before actually presenting.
- Present with confidence!