**Presentation/Public Speaking Notes**

**Preparing a Speech**

STEP ONE – Clarify your objective.

STEP TWO – Analyze your audience.

STEP THREE – Collect and organize your information.

STEP FOUR – Choose your visual aids.

STEP FIVE – Prepare your notes.

STEP SIX – Practice your delivery.

**Content of a Speech**

INTRODUCTION -

BODY -

CONCLUSION -

CONFIDENCE -

**Tips for Great Public Speaking**

INTRODUCTION -

“AUDIENCE-CENTEREDNESS” -

DO NOT PACE –

MEDIA –

NOTES –

VOCAL VARIATIONS –

VOICE SPEED –

BODY LANGUAGE –

DICTION –

NO VOCALIZED PAUSES –

FACIAL EXPRESSIONS –

EYE CONTACT -

SENSITIVITY TO AUDIENCE –

HAVE FUN -