

UPSKILL COMMUNITY BOOT CAMP ON PUBLIC SPEAKING



DAY 2:

DO'S AND DON'TS OF PUBLIC SPEAKING




DON'TS

1. Rambling
2. Soft voice, monotone
3. Bad or no eye contact
4. Presentation with complex slides and animations
5. Reading slides

DO'S

1. Concise, precise and organized
2. Voice modulations, confident tone
3. Direct eye contact with audience
4. Presentation with simple slides, clear cut points
5. Talk more, slides support your talk

DON'TS

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- 6. Fidgeting and pacing
 - 7. Restricted body language
 - 8. Cluttered notes
 - 9. Run over allotted time

DO'S

- 6. Confident posture and gesture
- 7. Physical movement- make sense with your talk
- 8. Simplified notes, main key points
- 9. Concise speech = attentive audience for the entire time



10. Don't fill every second with words or fillers

Instead,

- Take a moment, pause
- Dramatic pause, emphatic pause, pause before starting and after completion of a sentence, grab attention of audience
- Breathe well



KEY POINTS

- Vocal variety - enhances listening capacity
- Time bound - act of humility, gratefulness
- Promote yourself- adds value
- Feel comfortable
- Research your audience
- Convey energy