1. **Begin with the end in mind.**  Before you start working on your script or presentation, get clear on its purpose. What are you trying to accomplish? What impact do you want to have on your audience? Are you looking to inform? Inspire? Knowing your ultimate purpose and desired outcome will help you stay focused through the preparation process.
2. **Simplify your messages.** Be specific,simple and just focus on conveying a few powerful ideas that the audience will remember.
3. **Prepare and practice.**   It’s normal to be nervous before speaking in public, even if you’re used to it. You can alleviate your nervousness by practicing the speech beforehand. Give your speech out loud, preferably in front of a mirror. This will allow you to watch yourself so that you can practice how you’re going to stand, what gestures you’ll make, and any movements you’ll make

* Have a very clear roadmap of what you’re going to say, and *rehearse (practice)*.  If you want to ad-lib a couple of stories, that’s fine, but be sure you know the key points so you don’t meander (zigzag). Having your material down cold will enable you to have more fun with your audience and avoid the nervousness associated with being *not quite ready*.

1. **Watch yourself.**  Few tools are as instructive as video playback. People can tell you that you wander the stage, over-gesture, slouch (incompetent), have an incessantly grim facial expression or use a repetitive speech pattern, but once you see it on tape, it will be much easier for you to grasp and change. If you prefer to rehearse in private, use your iPad or hand-held device’s video feature. Stand in front of it and let it roll!

* Filming yourself is even more helpful than practicing in the mirror because you can experience what the audience will see! As you watch the video, pretend that you are an audience member. Make notes about what you like about your presentation, as well as what you might like to change.

1. **Avoid the perils of Powerpoint.** Your job is to hold the attention in the room. All eyes should be on you, not on the screen. If you use slides, make them impactful and use them sparingly( very few times). They should be simple, compelling and graphically appealing (attractive).  Also remember that when you’re reliant on slides, you run the risk of a technology problem and a presentation disaster. By reducing or eliminating slides, you minimize risk.

* Get used to presenting alongside your visual aids without reading directly from them, as people don't like being read to.
* Keep in mind that there may be technical issues and you may not be able to access a powerpoint or prezi. Make sure you can deliver your speech without these things, if necessary.

1. **Connect with your audience.**  One mistake speakers often make is trying to *prove they’re smart*. Remember that you're at the podium for a ***reason***. When you stand in front of an audience, there is already a gap -- you’re the expert, they’re not. By trying to impress your audience with your intellect, you create more distance and could come across as arrogant (boastful). Your job is to close the gap, not widen it. By being self-effacing (modest), humorous and **real**, you become approachable and it’s easier to win over your audience. In turn, the more connected the audience feels to you, the more they’ll pay attention to what you have to say.

* You may want to film yourself more than once if you have things you want to work on.
* Alternatively, you could have your friend watch you practice the speech and then give a critique.

1. **Time your speech.** Your speech likely has a time limit, so you want to make sure that you fit within that window. Similarly, you don’t want to end your speech too early. Luckily, practice can ensure that your speech fits into your time slot. Use the timer on your phone, a clock, or a handheld timer to time your speech. Make adjustments as necessary.

* It’s best to practice your speech a few times before you start timing it, so that your delivery is smooth. At first, you might spend a few extra seconds here and there trying to remember what it is you wanted to say.

1. **Review your notes before your speech.** Glance over them once or twice on the day of your presentation. This will refresh your memory so that you are less likely to forget information.

Don’t stress! Trust yourself to remember what you need to say.

1. **Avoid sameness**.  It is said that *sameness is the enemy of speaking*. If you follow the same cadence (intonation), vocal rhythm, pitch, tone and gesture patterns throughout your presentation, your audience ***will*** tune you out. Think about what puts a baby to sleep. You need to change it up; keep enough variety in your delivery so it holds the audience’s interest.
2. **Articulate your words.** Speak in a slow, clear voice, taking the time to enunciate each word. At times, it can feel like you’re talking too slowly, but it actually makes it easier for the audience to follow your speech.

* It helps to breathe deeply as you’re giving your speech so that you’re less likely to talk too fast

1. **Message your body.**Remember that 90+% of communication is nonverbal. Your audience will read your facial expressions, the tone of your voice, the way you
2. **Use gestures to emphasize your points.** This can include intentional hand movements and your movements on the stage. For example, you might want to use your fingers to indicate the point you’re on, or drive your hand down to emphasis a point. Use gestures that are natural for you, as forcing them will look fake.

* However, you should avoid nervous gestures. Make sure your movements are intentional,

**13- Involve the audience.** This is one of the best ways to keep your audience engaged. It can also help them remember more from your speech. You can do this by asking them to respond to you or allowing them to ask you questions.

* Ask the audience to repeat your key phrases.
* You could also get the audience to make a particular sound or gesture at certain points in the speech.
* Ask the audience to offer examples or suggestions.
* Take audience questions.
  1. **Calm yourself if you start to feel nervous.** Feeling nervous before speaking in public is totally normal, so don't give yourself a hard time. If you start to feel nervous, you can try a few techniques for calming yourself down:
* Imagine your presentation going well.
* Focus on the purpose of your speech rather than your nervous feelings.
* [Breathe deeply](https://www.wikihow.com/Breathe-Deeply) to calm yourself.
* Jog in place or wave your arms above your head to burn off nervous energy.
* Limit your caffeine consumption before you're scheduled to present.