

10 Public Speaking and Presentation Tips

1. Always have a strong start and finish
2. At the beginning of the performance prepare the voice by drawing in a deep breath
3. Project the voice
4. Use the breath engage the diaphragm
5. Open mouth wider than you would normally
6. Slow down your speech
7. No “ums” / “ers” - pause instead
8. Eye contact to groups - turn entire body to face each group
9. Speak in short pieces of information – no long sentences
10. Pause to let audience process what you’ve told them

**For Information on Our Workshops, Coaching, and Speechwriting Service
Or to Book a Call with Lynda, Please email: becky@lyndaspillane.com**

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