

Article - Public Speaking Step by Step

- 1) **Relax.** You aren't 14 years old again, staring at all those people and that intimidating microphone, wondering if you will sound like fingernails on the blackboard, only siren style. And no, you are not going to wet your pants.

You are much older now and have done it all, so it won't be a biggie. If you are still a bit apprehensive just remember that time your spouse/lover really pissed you off and you could have cared less if the neighbors heard you expressing your opinions to that numskull!

- 2) **Practice.** Open a free Zoom account and start a new meeting with just you present. Turn on the recorder, make your camera image small so you don't have to see it, and give your speech once. Imagine yourself talking to ten friends 10 feet from the podium. Keep your back to the door so if they turn on you, you have an escape.

Play the recorder back and observe. Did you continuously look at three parts of the group? Smile when appropriate, look believable to emphasize, hesitate to let them think a bit?

Repeat the speech two more times. Now you're loaded for bear.

- 3) My Public Speaking class in Jr. College taught me these pearls of wisdom:

- a) Make quick notes on numbered index cards or later paper to be hidden.
- b) Continue to look from center to left, right and back to Center.
- c) If you get lost just smile until you recover.
- d) If you know you are going to be nervous, don't give a gift wrapping demonstration using real clear tape because you will get tangled up in it!
- e) Do not picture them naked. You will just be accused of looking like a pervert like I was.
- f) Be yourself.

