



## Helpful Hints for Public Speaking

You must KNOW your audience before you can ENGAGE them.

You have one chance for a first impression.

Preparation will improve your chance.

### ◆ DURING PRESENTATION:

- Your opening will determine the audience connection.
  - ✓ In a 10-minute speech, your first 30-60 seconds dictates how much more will be heard.
  - ✓ You must have an opening hook line and engaging thought.
    - Once you lose your listener it is hard to regain them.
- Don't sweat the small stuff.
  - ✓ Some specifics are too specific and not relevant.
    - EXP: 99.9% of the time it doesn't matter if the event was a Tuesday or Friday.
- Body gestures matter. Stay under control.
  - ✓ Too many hand gestures distract.
  - ✓ Pacing distracts.
- Voice rhythm needs to change.
  - ✓ Use "your" voice.
  - ✓ Speak slowly enough to be heard and quickly enough to keep your listener's attention.
- Volume- Speak to the back of the room.
  - ✓ People will not move forward to hear you. You must go to them.
- Make eye contact with all who are present.
  - ✓ Don't focus on only one side of the room.
- It is okay to use notes, but don't be dependent on them.
  - ✓ Practice.
- Expect interruptions.
  - ✓ Short of emergency, ignore them.
- Be aware of time, but don't focus on watch or clock.
  - ✓ You MUST abide by host's stated time limit.
  - ✓ Don't expect to share your total story in time allotted.
    - (Gideons are very good at this.)
- Leave the audience with a challenge.
- Your closing will determine how much content the audience takes with them.



### ABLBH Speaker's Bureau Personal Information

NAME: \_\_\_\_\_

PHONE (best contact number): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: St./Apt. \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TRAINING COMPLETION DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

My best times of availability:

- Any time of the day
- Mornings
- Afternoons
- Evenings
- Saturdays
- Sundays

I would prefer:

- Civic groups/Clubs/Orgs
- Churches
- Other Chapters
- Schools
  - K-2<sup>nd</sup>
  - 3<sup>rd</sup>-5<sup>th</sup>
  - 6<sup>th</sup>-8<sup>th</sup>
  - 9<sup>th</sup>-12<sup>th</sup>

How far of a distance are you willing to travel? \_\_\_\_\_

I realize that ABLBH may or may not be able to re-imburse any expenses and I am okay with that. Initial \_\_\_\_\_

Have you ever been charged with or convicted of a crime against a minor? (circle one)

YES      NO      Initial \_\_\_\_\_

Any additional information ABLBH should know? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will follow all standards and guidelines set forth by the host and ABLBH.

Initial \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_