

Public Speaking Fast Start Kit

By Arun Agrawal

<http://www.ebizindia.com/>

Hello and welcome to the Public Speaking Fast Start kit. I am Arun Agrawal, the owner of Ebizindia, a web development and promotion company.

Public speaking is an art that you polish and improve upon slowly. However these tips will get you to a quick start and you can make a pretty smart impact in your first public speaking attempt.

So let's begin without any further ado -

1. First and foremost, you need to have quality content. All your presentation skills are going to be completely ineffective if your content is not of good quality.
2. Give an attractive title to your presentation. A strong headline can really get the audience excited about hearing you even before you have begun.
3. Offer at least one take-home idea in your presentation. The more, the better. The audience must be able to go back to their office or home and apply at least one tip from your talk to improve their work and life.
4. Quote liberally, preferably from reputed resources. This adds credibility to your talk, unless you have an expert status yourself.
5. Use a 'talking' approach, rather than a 'telling' approach. Ask questions at times – this gets a dialog going and gets them engaged more deeply.
6. You must introduce some powerful ideas or facts early – once you have lost them, it is difficult to get them interested again.
7. Use the 'pause' to your advantage. A pause after an important point helps the audience to grasp the idea better and visualize how it could apply to their situation.
8. A light-hearted comment can lighten up the mood after some serious slides. Make sure that you stay clear of any racist or sexist jokes though.
9. Stories can really engage people and put life in the presentation.
10. Make eye-contact with random people but don't look at any one person for long. If you are feeling shaky because it is one of your first few presentations, you can look just above the eye-level of your audience, rather than looking directly in their eyes.
11. If you are using a Powerpoint slideshow, keep more slides if you new to presenting. They will act as your guides. When you are a pro, only a few skeleton slides will do and you can do more talking around each.
12. Give your slides a number. This way you will have a rough idea of how much is left and you can pace yourself accordingly.

13. Use large text and few (1-2) pictures in a slide. Nothing is a bigger turn off to people than having to strain to read what is written on the slides.
14. You must present an executive summary at the end that helps to bring all of the material in a perspective. Reinforce the take-home point(s) here.
15. The last slide should have your detailed contact information and may be a URL that people can visit to learn more or respond to your offer, if any.

Remember that these tips are just for a great beginning to your speaking career. As you get more experienced, you will be able to dynamically vary the content and presentation style based on how the people are responding to the points you are making.

Best wishes!
Arun Agrawal

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