1. **Know the room.** Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone or visual aids (chalk board, overhead, pointer, flip chart, etc.).

2. **Know the audience.** Greet some of the audience as they arrive. It's easier to speak people you know than to strangers.

3. **Know your material.** If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.

4. **Relax.** Ease tension by doing a warm up. (i.e. stretching, vocal warm ups, tongue twister, etc.).

5. **Visualize yourself giving your speech.** Imagine yourself speaking, with a loud and clear voice and confident attitude. When you visualize yourself as successful, you will be successful.

6. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They don't want you to fail.

7. **Don't apologize.** If you mention your nervousness or apologize for mistakes you may be calling the audience's attention to something they hadn't noticed. Don't know. Don’t show.

8. **Concentrate on the message - not the medium.** Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.

9. **Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm by smiling and remembering the importance of your message.

10. **Gain experience and practice.** Experience builds confidence. Put yourself out there. Take advantage of opportunities to present, lead meetings, and facilitate discussions.

---

The Speaking Center
Communications Building, Third Floor Room 222

*20 mins sessions by appointment (make appointments on website)*

*Bring lecture, power point, etc.*

Get a recording of your performance and advice from public speaking tutors.