1. **Know the room.** Be familiar with the setting. 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 to a group of friends than to a group of 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 exercise. (stretching, deep breathing, tongue twisters, etc.).

5. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and assured. 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 any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. Keep silent.

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.

10. **Gain experience and practice.** Experience builds confidence, which is the key top effective speaking.

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**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 trained tutors