How to Speak in Public
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How to Speak in Public

• Physical contact
• Closeness
• Focus
• Good looks
• Posture and position
• Head movements
• Facial expressions
• Hand gestures
• Eye contact
• Smiling
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Guiding principles

- Naturalness
- Accuracy
- Brevity
- Respect
- Sense of humour

And also...

Consistency ○ Self-dialogue ○ Clarity and accuracy ○ Extensive vocabulary

How to Speak in Public
1. Physical contact and closeness

It is essential to keep in mind the listeners’ culture since there are cultures that are less trusting than others.

For example, the Anglo-Saxon culture prefers to be given a fair amount of personal space, unlike the Mediterranean culture, that tends to shrink distances.

2. Focus

Try to speak to all listeners, looking from left to right and from right to left, those in front and those most distant. No one should feel relegated or stared at.

3. Good looks

Dress properly, and look neat and tidy.
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4. Posture and position

It’s better to stand up while you explain, without using a table for protection. You can walk around or stand still when you need to emphasize something.

5. Head movements

Nodding or head shaking.

6. Facial expressions

Avoid a forced smile to attain naturalness in your speech.
7. Hand Gestures
A key element. Italian are well known for expressing themselves through hand gestures. When speaking in public, both hands must be kept out of pockets; use hand gestures to help you convey your speech message.

8. Eye Contact and Smiling
These are two basic elements of facial expression.

- An unforced wide smile.
- Eye contact with your listeners, focusing on the face of the person raising a question or making a remark.
- Don’t let your eyes wander around the room.

9. Voice
A pleasant and steady pitch of voice which is clearly heard.
10. Guiding principles

- **Naturalness**: Talk as we normally do, with friends, with our fellow members.
- **Accuracy**: To be precise when speaking, using the correct terms, which entails preparing your speech in advance.
- **Brevity**: Keep your speech within time and don’t go over the allowed time. When providing simple explanations, it’s better to devote five minutes rather than going into lengthy explanations for 30 minutes. Don’t make the audience feel uneasy.
- **Respect**: A very important issue. Mutual respect between the speaker and the listeners. Whispering is not allowed; if so, ask the audience not to do so in a polite way. Do not allow any disrespect among listeners.
- **Sense of humour**: Along with common sense, having sense of humour will help you enrich your life and become more relaxed. Weaving a joke or anecdote related to your speech topic may come in handy. Bringing a smile to the face of your audience is a success.
Be **CONSISTENT** in your speech, and believe in what you are saying are key factors.

**SELF-DIALOGUE** is also important. As a Spanish poet says: “I converse with the man who always goes with me. The man who speaks to himself hopes to speak to God one day”. This dialogue gets us ready to conduct the class.

Use supporting materials: videos, PowerPoint presentations, illustrations, icons...
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