

How To Become A Successful Public Speaker

HOW TO BECOME A SUCCESSFUL PUBLIC SPEAKER

SELECTED TIPS - 62 PAGES!



62 Pages!

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10 Tips For Professional Speakers

Put your best foot forward every time! One of the reasons that many people fear taking the podium is because they are afraid of being the focal point of everyone's attention and they don't want to make a fool of themselves. There are several things you can do to "fool-proof" your speaking event so that you present well every single time!

1. ***Take the time to prepare well for your presentation.*** Preparation enhances your confidence and it's also an opportunity to refine any weak areas in your presentation.

2. ***Begin and end your presentation on time.*** Arriving late to your presentation is simply unprofessional; not to mention that it won't win you any points with your crowd. Also speaking over time shows your audience that you don't value their time.

3. ***Know your audience.*** The only way you can really relate your audience is if you know who they are. Profile your audience. Are they male or female? What income bracket are they in? Why would they attend your presentation?

4. ***Dress appropriately for your audience.*** Not all speaking engagements require a business suit! There are many places where business casual attire has become the norm. Before your audience even hears your message, they are already sizing you up and this is impacting whether or not they are hearing what you have to say!

5. ***Have a backup plan for visual aids used in your presentation.*** You've selected to use visual aids because you thought they would be helpful in getting your message across. What happens when laptops fail or the room cannot accommodate presentation equipment? Create a plan on how you would handle a situation like that.

6. ***Tone down information overload.*** Yes, you can overload your audience with too much information and if you're not careful, you'll lose them. They'll mentally check out. As a speaker,

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you'll want to present enough information that hooks them into getting more information from you!

7. **Don't use inappropriate humor.** Humor can be a tricky thing working for you or against you. You will really have to know your audience in order to use jokes or humor appropriately.

8. **Vary your speech tones.** The monotonous speaker will lose their audience within the first 15 minutes. It's okay to be animated during your presentation and in fact, doing so will transmit flair and passion that keeps people engaged in your message.

9. **Relate your topic back to your audience.** Basically, stop talking about yourself! Your audience might want to hear a testimony or two, but mostly, they'll want to hear about them and how your presentation can help them!

10. **Solidify your message.** Support your ideas with data and evidence and build a solid case for your viewpoints. You can use statistics, testimonies, demonstrations, pictures and more!

Your presentation can be fool proof if you take the time to minimize mistakes. By going through these key points, you can assure yourself that you are well prepared for any challenge that might come your way and you will experience the success you've always dreamed of!

6 Questions That Professional Speakers Answer

In any presentation, there are basic pieces of information that an audience should receive from their presenter. You are the problem solver presenting a solution that will benefit your audience. Even if you are just blessing the newly weds at your best friend's wedding, you will still have questions that must be answered. The presentation should answer who, what, when, where, why and how regarding your topic. In giving that information, your presentation will have clarity and will be on track to give the detail necessary to your audience.

1. Who - Who is your target audience? What would they like to know about regarding your presentation? Do they have any preconceived notions about your material? What are their concerns? Are you addressing the "who" you targeted in your research? When you address the "who" of your message, you are better able to relate with your audience. They will feel like you are speaking directly to them. They will give you their attention because they feel like their needs are being addressed.

2. What - What is the message you want to communicate? What are the issues? What are the solutions? The "what" in your message is the backbone of your presentation. It is your purpose of your message and the reason you are speaking. It is also the reason why people come to hear you.

3. When - When is the recommended time to take action? Is there a sense of urgency in your presentation? Stressing the "when" aspect of your message is especially important when you want your audience to take action immediately following the presentation - i.e. - sign up for a class, sell promotional materials, implement what was learned)

4. Where - Where is the problem located? Where can your audience find the help they need? "Where" signifies direction. This leads your audience somewhere in your presentation. Where would you like to take them? Common "where" statements include "across America today", "in college campuses nationwide", "in the construction industry", and "in families in California".

5. Why - Why should they take action? What are the motivating factors in prompting your audience to take action? The main focus here is inspiration and motivation to take action. Not only do you want them to listen to you, but you want your audience to take action on what you've said. You want to somehow improve their lives and honing your message on the "why" is a critical necessity.

6. How - How can they respond to your message? How can they take action based on what they've heard? This is the learning and teaching portion of your message. This can be the "how-to" section telling them how they can easily improve their lives. This section often incorporates steps to follow.

There are still many more questions that your presentation should answer. As you piece all of these bits of information together, you'll be giving your audience the detailed answers they are looking for. You also present yourself as the credible source of information you want to present yourself to be!

6 Questions That Professional Speakers Answer

This will guide a professional speaker or one who want to become a professional speaker about what are the basic and important questions he/she has to answer in any presentation. By the time you finish reading this article, you will know what and what not to speak in a presentation.

Are you a professional speaker? What do you think is important when you do a presentation? Your presentation should actually present a solution to the audience, which will benefit them. The basic six questions, which you definitely have to answer are who, what, when, where, why and how about the topic you are presenting. If you divide your presentation into these six parts, you definitely can give an excellent presentation. Let me detail you about the questions that you need to address in a presentation one after the other.

1. Who - You should understand who your target audience are, what they like, their concerns, etc. You should also see whether your audience has some preconceived notions about the subject you are going to present to. You should address or answer the "who" of the topic you are presenting to as this will help the audience to relate themselves with the topic. This will make them feel that you are talking to them directly and will start to listen and actively participate in your presentation.

2. What - You should be clear about the message you wish to communicate to your audience. You should address their issues and provide solutions to it. Backbone or the spine of any presentation is "what," that is, the main idea of your speech.

3. When - It is yet another important question, which you must address in a presentation. "When" should be stressed in such a way that audience take some action once they are finished listening to your presentation, which may include signing up for a course.

4. Where - "Where" should give a location where the audience can turn up to solutions for their issues. "Where" denotes the path or direction. Few commonly used "where" statements would include "across the nation", "in the IT industry", "colleges in Los Angeles", etc.

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5. Why - This part should explain "why" the audience should take the action you have just mentioned. Your presentation should motivate them to take a particular action that you have just said a few minutes or hours ago. You should inspire as well as motivate your audience.

6. How - Last but not the least is "how" in a presentation. So far in your presentation, you have spoken about who, what, when, where, why. It is now the appropriate time to tell your audience how they go about taking a particular action. This is where you will have to explain the process for taking a particular action. You can call it as the educating and learning phase. You will have to detail out step-by-step instructions for the process that was explained.

To become a professional speaker who is trustworthy and reliable, it is essential that you incorporate these questions and address the concerns of the audience in your presentation. When you gather the bits and pieces of all these questions, you definitely can give an inspirational presentation.

10 Tips For Professional Speakers

Do you know why many people are afraid for delivering a public speech? When people know that they are the center of everyone's attention, they become cautious that they want to deliver the best and don't want to make a fool of themselves. At times, they succeed in delivering a quality as well as an excellent speech; however, not always. So, how is it possible to give an infallible speech every time. Simple...just follow the tips I've highlighted here and I'm sure people will long to hear your speech.

1. Take some time and decide on the topic you are going to speak about. Prepare well.

Why do you think you will have to take some time for preparation? It is because preparation will boost your confidence level. You might also understand the mistakes that you commit and can refine them.

2. Be punctual as coming late is unprofessional. It also signals the audience that you don't value time. As how you start the speech on time, end it on time. Manage your time efficiently.

3. Gather information about your audience like their income levels, gender, etc. Only when you know who they are, you can actually relate your audience.

4. Choose your attire according to the audience. It is not necessary or a norm that you will have to dress up only in a business suit when delivering a public speech. People will relate you with them when you are inline with them.

5. Are you going to use any kind of visual aids during presentation? If yes, ensure that there is a backup. The main idea of creating visual aids is to help get the message across easily. However, you might encounter situations wherein you might not get enough space to keep your laptop or your laptop might suddenly stop working, etc. Therefore, it is always advisable to have a backup plan.

6. Give as much information as possible about the topic you are presenting. However, ensure that you are not stuffing too much of information as this might make the audience to loose interest in your speech.

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7. It is always a good idea to use humor or crack jokes. However, you have to make sure that the situation warrants for one else people will simply walk away.

8. Like how you animate your presentation, you will have vary your tones too. Using a monotonous voice is not going to make you reach your goal. This will make the audience to loose interest in your speech.

9. Rather than boasting about yourself, talk more about the topic. The information that you give should be in such a way that audience can relate them to the topic.

10. Use statistics, demonstrations, etc. to support your idea. Don't give vague information.

Everyone makes mistakes. One who rectifies the mistakes goes up the ladder. Try to minimize your mistakes each time. You can be rest assured that people will throng to hear your speech if you follow these guidelines sincerely.

Already geared and charged up to deliver your speech, excellent!!!

Easy Ways To Remember Your Material

One of the most common reasons people fear public speaking is that they blank out and forget their entire speech. You can practice and practice and practice and when the moment comes that you need to remember your presentation, everything goes blank! There are ways that you can fool proof your message so that the parts you actually have to memorize are minimal if at all.

This means that you incorporate the use of triggers in your presentation. These triggers can be things like power point slides, props, and story telling that you'll scatter throughout your speech. What the triggers do is prompt you to talk about the next point your trying to make. The triggers can also serve as a trigger to help you remember what to say next.

There are four primary ways to remember your presentation.

1. *The first one is memorizing.* This can work for presentations less than an hour, but if you're teaching a six hour seminar course, you're going to have to find some other way other than memorizing. This is actually one of the worst ways to remember your presentation because there are no safe guards that protect you once you forget.

2. *The next way to remember your presentation is to read a full written version.* People write out their speeches, but reading from the full written text can cause you to sound stiff and unnatural.

Most commonly occurring in business settings (i.e. - at board meetings or company meetings), reading your speech may be necessary. If you have to read your speech, there are things you can do to help you sound natural. Keep in mind the business tone may be necessary, but there may also be parts in your presentation that require the monotony to be broken!

3. *The third way to remember your presentation is to use notes* - a condensed outline form of your presentation. Have your notes on a single page sheet or on note cards. Highlight key points to make in a way that you can easily understand the emphasis that the points need. Having notes does not mean that you do not need to work with your presentation!

4. The last way to remember your presentation is to use visual aids (props) as your notes. Let your visuals and images prompt you to speak. Tell your audience a story about the image you're showing. You can also let your visuals and images do the talking for you. You can post your outline on the screen and say that it's because it will help your audience stay on track with you!

Work with creating mental images of the points you are trying to make. This will help you sound more natural and more "impromptu" with your audience. When you sound natural, you sound genuine.

Utilize one or more of these ways to remember your presentation. Use various ways to "trigger" your memory to say what needs to be said. Use overheads to lead you through your speech as you place keywords on the screen.

Get Rid Of Distracting Body Movements

Your body movement during your presentation has the ability to strengthen the impact of your message or it can seriously be a distraction. One of your goals as a speaker is to look so natural with your movements and with what you say that no one even notices that you are using intonation and inflection or body movement as a means of emphasizing the points of your speech.

What kinds of mannerisms are distracting?

- Swaying to and fro in front of the audience
- Hanging on to the podium
- Finger tapping
- Licking your lips or biting your lips
- Fidgeting with clothes, pockets or jewelry
- Frowning
- Fussing with hair
- Bobbing your head
- Flailing arms at inappropriate times

The movements you make in your speech should be planned or at least controlled by you. Any movement that is not planned could potentially be distracting. Many of the above mentioned mannerisms stem from being nervous about being on stage. Additionally, they could also come just because you don't know you are doing them. Either way, you'll need to minimize and eliminate as many of these movements as possible.

1. Make a video tape of yourself. Do you even know that you are making these movements? Probably not. A video will help you identify which distracting movements you'll need to work on eliminating.

2. Review your video tape for places where you make distracting mannerisms. Make a list of the mannerisms you have and thoughtfully practice your speech without those mannerisms. Rerecord yourself and keep reviewing your tapes until you are satisfied that all the mannerisms are gone.

3. Work on feeling comfortable with delivering your speech. You should feel natural as you speak about your topic. You should feel like you are sharing information with a long time friend. This will come when you've spent many hours practicing, reworking and revising your speech. This will also come because you speak from your heart and let others know the way you feel about your subject.

4. Work on eliminating nervousness when delivering your speech. This will come as you get more familiar with your material. This will also come as you take the time to focus on delivering your message instead of focusing on the feelings of fear and anxiety.

5. You can also review your video tapes for place in your speech that you need to add body movements into your presentation that will make it more interesting. Let your movements show the way you feel. These movements should be natural and can work in your favor as you emphasize specific points in your presentation.

6. Consider this when deciding which body movements to incorporate into your presentation. Body movements should look natural. You can use facial expressions and make eye contact with your audience for maximum effects.

Every movement should be planned during your presentation. You can easily lose your audience with distracting movements because your audience's focus and attention will be turned to these movements instead of what you have to say!

Achieving Success In Professional Speaking

A successful presentation is one in which the audience gains some valuable information regarding the subject that has been spoken about. The audience has to benefit in some way in return for the time they put in. It is a widely held belief that speaking well and good presentations are a result of one's individual intelligence and brilliance. They believe factors such as their charm, cleverness and wit are all that is needed prior to speaking well. To some people, these may be natural however they are often the seed of knowledge, adequate practice and passion for the material being presented.

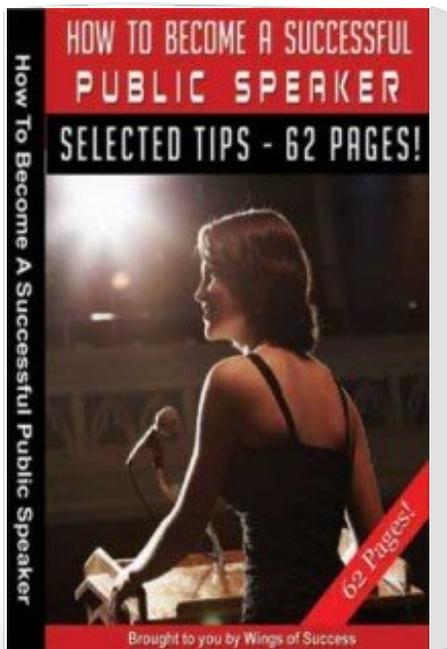
The audience has needs. These will have to be served during the course of the presentation. It is not necessary for the presenter to be perfect but for him / her to cater for the audience's general desires. Mistakes can be made and this is okay as long as the material being presented is relevant. Several mishaps frequently occur. This may include projector failure, problems with the sound system etc. This is still not a big deal. Humor is welcome but is also not necessary for your presentation to be successful. In this regard, the ability to reach your audience is the measure of one's success and is the indication of true perfection.

The audience should receive two or more vital bits of information. It is not expected that you are knowledgeable on the entire field on which you speak. Furthermore, it is not expected that you will speak for very long periods concerning your subject. This is usually not necessary and a burden for both you and your audience. It is more rewarding to find two or more crucial points and present them in an exciting manner.

Focus on the audience and not on yourself. This will make it easier for you to impart valuable information. A personal testimony may be interesting but you need to have the presentation connected back to the audience. A simple rule of thumb that can be used is to use ten "you's" for every single "I" that you use. This will ensure that your presentation is more in relation to your audience than it is to yourself.

It is important to understand that some audience members may present situations which will be out of your control. A negative member needs not be conquered; faulty audio/video gear can be an interference. There is hardly adequate time to deal with some of the situations that may arise and still present your material successfully. Some audience members may fall asleep, they

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