There are only three things that can make you a better public speaker. PRACTICE, PRACTICE AND MORE PRACTICE! In the meantime, there are some very basic things to learn that will help you get started: One school of thought is boiled down to Stand Up, Speak Up and then Shut Up. In other words – Be prepared, rise, deliver a well-organized speech (without talking too long), recap and then be done.

Here are some speech preparation tips to help:

1) First determine your speech’s purpose

2) Analyze your audience

3) Take into consideration your occasion and the environment

4) Identify the specific topic

5) Research your topic

6) Develop an attention-getting opening to engage your audience from the start

7) Organize your main points

8) Modify and rearrange as necessary

9) Reduce the speech to notes or an outline format

10) Prepare your visual aids and/or electronic aids. Make sure everything works

11) Assess and prepare the location

12) PRACTICE YOUR SPEECH

13) Present the speech

14) Analyze afterwards. What worked? What did not?

15) Learn from the experience

16) Keep learning and making necessary adjustments/improvements

17) Keep practicing

One “trick” that many good speakers will admit to is that they found someone whom they saw as a good public speaker. They attended their speeches and paid attention. Imitation is truly the most sincere form of flattery. It also affords you the unique opportunity to watch the speaker and watch the reaction(s) of the audience.

Most good public speakers will tell you they never completely get over the nerves. The trick is to learn how to control them.