



PU RDU E UNIVERSITY
Charles D. Close
School of Entrepreneurship

PRESENTS

USEFUL HABITS TO IMPROVE YOUR PUBLIC

SPEAKING SKILLS



Close School students frequently make presentations and speeches in front of their peers, but not everyone is immediately comfortable in front of large crowds. Below are a few public speaking tips you can apply in your class presentations or even while preparing for a pitch competition!

PREPARING YOUR PITCH/SPEECH:

Use **language** that your audience will understand. Provide examples and analogies that make your points more relatable.

Offer **logic** and evidence for your claims.

Organize your speech, and practice it.

Start and end with your **most important** takeaways. The audience will remember these most.

Ask your friends to **listen** to your speech and provide **feedback**.



WHEN IT'S SHOWTIME:

You should sound **professional** and **rehearsed**, but not robotic.

BE INVESTED IN WHAT YOU ARE SAYING.

Speak slowly and clearly, and **emphasize** important parts using varying volume and enunciation.

Choose **comfortable** clothes, while still looking professional.



Maintain eye contact and **avoid** distracting mannerisms, like tapping a pencil or moving your arms too much.

Save time for a question & answer period, and **prepare** answers to possible questions.



DON'T FORGET TO:

Use the stage if appropriate. Your audience will find you interesting and exciting, and are more likely to stay **engaged**.

Be confident and practice your skills!

The Basics Of Public Speaking Impacts Of Public Speaking

Michael J. Hostetler, Mary L. Kahl



The Basics Of Public Speaking Impacts Of Public Speaking:

The Basics of Public Speaking Alexander Scott, 2015-01-07 Public speaking is commonly understood as face to face speaking between individuals and an audience for the purpose of communication It is closely allied to presenting although the latter is more often associated with commercial activity Most of the time public speaking is to persuade the audience Read this book to know more about public speaking *The Routledge Handbook of Public Speaking Research and Theory* Stevie M. Munz, Tim McKenna-Buchanan, Anna M. Wright, 2024-04-18 Providing a comprehensive survey of the empirical research theory and history of public speaking this handbook fills a crucial gap in public speaking pedagogy resources and provides a foundation for future research and pedagogical development Bringing together contributions from both up and coming and senior scholars in the field this book offers a thorough examination of public speaking guided by research across six key themes the history of public speaking the foundations of public speaking issues of diversity equity and inclusion considerations of public speaking across contexts assessment of public speaking and the future of public speaking in the twenty first century The evidence based chapters engage with a broad discussion of public speaking through a variety of viewpoints to demonstrate how subtopics are connected and fraught with complexity Contributors explore public speaking in education business and professional settings and political contexts and outline how skills learned through public speaking are applicable to interpersonal small group and business interactions Reinforcing the relevance importance and significance of public speaking in individual interpersonal social and cultural communication contexts this accessibly written handbook will be an indispensable resource for public speaking instructors and program administrators It will also be valuable reading for Communication Pedagogy and Introduction to Graduate Studies courses Public Speaking Basics Michael A. Griffin, 2009 Public Speaking Basics provides a semester s worth of information and exercises to help college students master public speaking There is an emphasis on creating good thesis sentences and on using effective forms of outlining A sample speech is provided with each of the six different speaking assignments BOOK JACKET **Speak with Confidence: Mastering the Art of Public Speaking** Jack Goddard, Unlock the secrets to captivating audiences and commanding the stage with Speak with Confidence Mastering the Art of Public Speaking In this indispensable guide you ll embark on a transformative journey through ten comprehensive chapters each meticulously crafted to empower you with the skills strategies and mindset needed to excel in any speaking scenario From conquering stage fright to perfecting your delivery this book covers every aspect of public speaking with depth and clarity Discover how to harness the power of your voice master nonverbal communication and craft compelling presentations that leave a lasting impact With practical tips insightful advice and real world examples you ll learn to engage any audience navigate challenging situations and leverage technology to amplify your message Whether you re a novice seeking to overcome fear or a seasoned speaker striving for mastery Speak with Confidence provides the roadmap to success Embrace the art of public speaking and unleash your full potential as a communicator Your

journey to confidence starts here *Resources in Education* ,2000-10 **Public Speaking** W. A. Kelly Huff,2008 Why are you speaking what is your purpose your topic Who comprises your audience and how will they be affected by your message How will they react What are supporting materials where does one find them and how does one incorporate them into presentations These questions and more are addressed in this accessible introduction to public speaking The reader will learn all the tools of giving an effective public presentation including how to put a speech together how to choose supporting materials and strategies for how one should look sound and act while delivering a speech The book addresses different types of speeches and provides suggestions for how to cope with the fear of public speaking and how to turn that fear to one's advantage Practical and useful *Public Speaking A Concise Overview for the Twenty first Century* is a roadmap that helps its readers navigate the challenges of effectively conveying thoughts ideas and messages from one person to another *Public Speaking Essentials You Always Wanted to Know* Vibrant Publishers,Ami Ved,2025-12-24 Turn Your Voice into Your Most Powerful Tool with *Public Speaking Essentials You Always Wanted to Know* *Public Speaking Essentials You Always Wanted to Know* is your ultimate guide to mastering the communication skills that inspire persuade and connect with any audience Perfect for professionals leaders educators and anyone who needs to speak confidently this book blends time tested strategies with practical easy to apply techniques Across 13 well structured chapters you ll learn how to Build confidence and overcome stage fright Structure and refine impactful speeches Analyze and engage your audience effectively Apply storytelling persuasion and rhetoric to keep listeners hooked Use your voice tone and body language to command attention Handle impromptu speaking situations with ease Solve common presentation challenges Develop the mindset and presence of a professional speaker Special emphasis is placed on audience connection understanding who you re speaking to and tailoring your message for maximum impact This book also provides tips for maintaining composure under pressure and delivering with authenticity Part of the Self Learning Management Series this book is designed for self paced learning and is perfect as a reference guide for speakers Whether you re preparing for a career defining presentation leading workshops or speaking at conferences you ll have a reliable framework for success Your ideas deserve to be heard *Public Speaking Essentials You Always Wanted to Know* will help you share them with clarity confidence and conviction **Coping with Speech Anxiety** Joe Ayres,Tim Hopf,1993-01-01 Grounded in cognitive affective and behavioral elements speech anxiety is a serious problem for a large number of people and has been found to affect career development as well as academic performance This book presents intervention procedures that have been developed to help people cope with anxiety associated with each of these sources *Research in Education* ,1966 **The SAGE Encyclopedia of Communication Research Methods** Mike Allen,2017-01-15 Communication research is evolving and changing in a world of online journals open access and new ways of obtaining data and conducting experiments via the Internet Although there are generic encyclopedias describing basic social science research methodologies in general until now there has been no comprehensive

A to Z reference work exploring methods specific to communication and media studies Our entries authored by key figures in the field focus on special considerations when applied specifically to communication research accompanied by engaging examples from the literature of communication journalism and media studies Entries cover every step of the research process from the creative development of research topics and questions to literature reviews selection of best methods whether quantitative qualitative or mixed for analyzing research results and publishing research findings whether in traditional media or via new media outlets In addition to expected entries covering the basics of theories and methods traditionally used in communication research other entries discuss important trends influencing the future of that research including contemporary practical issues students will face in communication professions the influences of globalization on research use of new recording technologies in fieldwork and the challenges and opportunities related to studying online multi media environments Email texting cellphone video and blogging are shown not only as topics of research but also as means of collecting and analyzing data Still other entries delve into considerations of accountability copyright confidentiality data ownership and security privacy and other aspects of conducting an ethical research program Features 652 signed entries are contained in an authoritative work spanning four volumes available in choice of electronic or print formats Although organized A to Z front matter includes a Reader's Guide grouping entries thematically to help students interested in a specific aspect of communication research to more easily locate directly related entries Back matter includes a Chronology of the development of the field of communication research a Resource Guide to classic books journals and associations a Glossary introducing the terminology of the field and a detailed Index Entries conclude with References Further Readings and Cross References to related entries to guide students further in their research journeys The Index Reader's Guide themes and Cross References combine to provide robust search and browse in the e version

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Nathan Crick, 2017-06-14 *Rhetorical Public Speaking Civic Engagement in the Digital Age Third Edition* offers students an innovative approach to public speaking by employing the rhetorical canon as a means of constructing artful speech in a multi mediated environment It provides a foundation to guide students in understanding constructing and delivering messages that address matters of public concern This edition features contemporary as well as historical examples to highlight key concepts and show how rhetoric works in practice Each chapter includes speech excerpts summaries and exercises for review and retention Students of public speaking are encouraged to employ their new skills as engaged citizens of society

Advanced Public Speaking Michael J. Hostetler, Mary L. Kahl, 2017-01-12 *Advanced Public Speaking A Leader's Guide* is a comprehensive textbook designed to serve as a speech making reference for upper level undergraduate students Now in its second edition this volume offers brand new classroom tested chapter assignments updated examples and new content on speaking to international and remote audiences An instructor's manual and test bank are available for download on the book's companion website offering everything from guidance in constructing a syllabus to lecture suggestions to classroom

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