

TIPS FOR GIVING A GOOD TALK

BEFORE, DURING, AND AFTER

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Toastmasters will help you to:

- Speak and present compellingly.
- Think quickly and clearly.
- Become a strong leader.
- Listen effectively.

You will learn these skills and more in a supportive, self-paced, fun atmosphere.

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THE ELEVATOR SPEECH

- Who, what, why, goals
- A short pitch about you (your product or organization) designed to entice the listener to want to know more

PREPARATION

- Know your topic
- Know your audience
- Organization
- Visual aids
- Take time to prepare
- Practice

USE OBJECTIVES

- A learning objective is a statement of what you want the listener to be able to do.
- Backward design

MADE TO STICK

BY CHIP HEATH & DAN HEATH

Elements of a sticky message:

1. Simple
2. Unexpected
3. Concrete
4. Credible
5. Emotions
6. Stories

The human brain is an amazing thing.
It starts working the moment you're born
and never stops until you stand up to
speak in public.

- DELIVERY**
- Know the room
 - Take a deep breath
 - Your voice
 - Body language
 - Engage your audience
 - Respect the time limits

- AFTER THE APPLAUSE**
- Fielding questions
 - Self-evaluation
 - Feedback from others

- SUMMARY**
- Know your audience
 - Prepare
 - Backward design around one or more specific objectives
 - Evaluate and improve