

# Communications

October 2015



## Public Speaking Made Easy



No one is comfortable speaking in public. Even people who do it all the time get nervous, have second thoughts about their prepared remarks, but also want their audience to learn something new.



American Baptist Women's Ministries' small circles are a good place to start your adventure of public speaking. Here you are among friends who will encourage you and want to hear what you have to say. Longtime TV personality Charles Osgood's *Seven Steps to Panic-Free Public Speaking* might help you get the courage to try public speaking.



⇒ **Keep it simple.** Keep your speech/program to one or two points the audience can remember, not five or ten.

⇒ **Get Organized.** Design an opening to get the audience's attention, know your main points and closing. A strong closing is critical. The last thing you say is what your audience most likely will remember.

⇒ **Keep it short.** Don't give your audience more information than they need.



⇒ **Be real.** If you aren't moved by the information you are imparting, the audience will not be either.

⇒ **Take charge.** The first few moments establish the relationship between you and your audience. Pick out

three friendly faces: one left, one right, one center. Speak first to one, then the other, so you take in the entire group. Remember to smile!

⇒ **Talk, do not read.** Reading to a group is not as good as talking, directly from the heart.



⇒ **Relax.** Don't take big, gulping breaths – just easy, rhythmic ones. It will help you relax.



One important added step is to **pray**. Pray as you prepare. Ask a friend to pray for you. Pray before you begin your presentation.



*I can do everything through him who gives me strength.*  
Philippians 4:13