

Career Portfolio Senior Presentation Public Speaking Tips

HOW ARE YOU DRESSED:

It should be comfortable for you, and comfortable for the audience too. It should suit the occasion. Don't feel shy, find out from the organizers how others will be dressed : Formal or Informal. Please do avoid glittery ornaments and flashy dresses, Simpler the better !

HOW IS YOUR POSTURE:

Be Comfortable & Amicable : Straight & Poised.

Don't Swing, Shift or Jump. Don't lean Forward / Backwards, or put your weight on Podium.

Body in ATTENTION, Hands and Feet AT EASE is the general idea.

HOW ARE YOUR GESTURES:

Hands free & flowing, but not too much. Make habit of starting speech with hands held lightly in front (to avoid nervous gestures). Once you are comfortable allow them freedom. Gestures add effect to your speech.

HOW IS YOUR EYE CONTACT:

Look in the eyes of people. Move your eyes in slow smooth cycles to cover the entire audience, especially corners.

It catches attention. It creates RAPPORT and it gets you .. AFFECTION & APPLAUSE.

HOW IS YOUR VOICE:

Bring variations by changing loudness and tone as per mood of your words and theme of your speech. Modulate your voice. Use it to add emphasis etc. It brings life in to your speech.

HOW IS YOUR LANGUAGE:

Should be comfortable for you & the audience.

Use words which are natural to you, use phrases which are understood by all. Avoid bookish language, or too technical Jargons. Some Foreign Language words are not easy to translate - Don't. You can add few sentences of local language for effects. Do not mix languages so much or so many times that it irritates.