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Public Speaking

Made *Easy!*

Learn to Speak in Public with Confidence: Presented by Gerard Regula

Platform Skills

Building Your Speech

Giving Your Speech

Continuing Education

WORKSHOP REFERENCE BOOKLET

PUBLIC SPEAKING MADE EASY!



Gerard Regula is a professional speaker, corporate trainer and Vice-President of Membership for the Grand Strand Toastmasters in Myrtle Beach, South Carolina. Helping people develop their public speaking skills is one of his specialties.

He has presented workshops and seminars on public speaking and customer service skills to companies including Eastman Kodak, Johnson & Johnson, California State Auto Association, and Ortho Clinical Diagnostics.

Gerard has worked for Dale Carnegie Training and been a member of Toastmasters International since 1993. He enjoys using this experience to help people overcome their fear of public speaking and build confidence.

This one-hour program will include tips on how to confidently speak to any audience and deliver a quality presentation that grabs their attention. Gerard will also share his experience on the best ways to conduct meetings using PowerPoint slides that keeps the audience awake and engaged.

Topics will include tips on:

- Eye contact, hand gestures, using your voice effectively and moving about the room.
- Eliminating distractions and verbal crutches such as “Umms & Ahhhs”.
- Building blocks of a good speech or presentation.
- Proper use of PowerPoints to keep the attention on you.



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This Workshop is provided courtesy of
The Grand Strand Toastmasters Club of Myrtle Beach, SC

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Platform Skills – Eye Contact

Eye contact allows you to connect to the audience and make the presentation personal. It helps you turn your talk into a casual conversation instead of a formal speech.

Key Points:

- Spend 3-5 seconds looking at a person before you move on
- Vary your eye contact around the room
- Don't look over the audience's head or just scan the room
- Call people out by name when you are looking at them
- Look for sympathetic listeners and return to them occasionally

Notes:

Platform Skills – Hand Gestures & Body Language

Speakers generate a great amount of emotion and interest through the use of non-verbal communication, often called gestures or body language. A speaker's body can be an effective tool for emphasizing and clarifying the words they use, while reinforcing their sincerity and enthusiasm. Here are a few tips on how to use gestures effectively:

Key Points:

- Use your hands to emphasize a point, counting with fingers, pointing, etc.
- Make the motions purposeful, not just waving arms
- Move about the room to add variety to your talk; keep the focus on you
- Avoid pacing or non-purposeful movements

Notes:

Platform Skills – Using Your Voice

Your voice is your method of conveying your ideas. Keep it loud enough to reach the back row and vary it so you don't sound monotone. Your voice expresses your emotions, so use it boldly. Here are some additional tips:

Key Points:

- Make your voice loud, bold and strong. Keep the back row awake and engaged
- Vary the pitch and tone of your voice to add variety; avoid a monotone voice
- Emphasize key points with your voice and add emotion
- Give your talk just as if you are telling a story to a group of friends

Notes:

Platform Skills – Avoiding Distractions

Anything that distracts your audience from your message will reduce the effectiveness of your presentation. "Crutch Words" such as Umm, Ahh, You-Know, So, and Like, will distract and annoy your audience and must be avoided. Here are some additional tips:

Key Points:

- It's OK to just be silent for a couple of seconds rather than saying Umm or Ahh
- Practice your speech at home and listen for the distraction words
- Empty your pockets of keys and coins so you won't jingle them when talking

Notes:

Building Your Speech – The Building Blocks

A typical speech consists of 3 parts; opening, body and close. A good place to start is with the close. This will be the most memorable part of your speech, so put the most effort into it and make it powerful. Here are some additional tips:

Key Points:

- The “Opening” of your speech should be a strong attention-getter and set the direction
- The “Body” of your speech can consist of 3 key points that you’ve researched
- The “Closing” of your speech should sum it all up and call for action
- Add stories to make your key points; avoid jokes

Notes:

Delivering Your Speech – It’s Showtime!

Now it’s time to put it all together and deliver your award-winning speech! Relax and take a deep breath; you can do this. Here are some additional tips:

Key Points:

- Arrive early to check out the room and make sure it is arranged the way you want it
- Check out ALL of the technology to ensure it is working; laptop, projector, microphone, etc.
- Have a bottle of water nearby to sip on
- Pump up your enthusiasm and put on a show

Notes:

Visit a Toastmasters Club Near You to Further Your Education

Toastmasters International provides a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth. Clubs are focused on educating members and giving them valuable feedback while providing leadership training and opportunities. Visit one this week!



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Go To www.Toastmasters.org to learn more about Toastmasters and to find a club near you.

You may visit a Club up to 3 times before deciding to join.