



## **Business Capsule #19**

## Public Speaking: 4 Useful Tips



Public speaking is one of the most troublesome skills to acquire ever, as it calls into question our own self-confidence through such symptoms as panic, cold sweating and voice failing – in other words, through what in English we call the jitters. Here are a few simple, useful tips to cope with the jitters: follow them to improve your own presentation style.





1. Make Eye Contact with the Audience

2. Project Your Voice

4. Show Your Hands

It will help you relax by 'humanizing' the faceless crowd you are confronted with. Aim for the back row and don't be afraid to speak up.

It will give you time to think, transition from one idea to the next and will ease the audience's comprehension.

Also, don't forget to pause for emphasis.

3. Speak at a Slow Pace

Showing your hands builds trust – just make sure you don't overuse them.