

# Lesson 1:

**Subject line:** First Lesson - Public Speaking Know How

Hello,

Welcome to the first lesson of the Public Speaking Know How Crash Course. Over the next few days you will receive several lessons that will help you learn how to can become a confident and successful public speaker.

Speaking in public is an art. Whether the group is small or large many people find the process completely overwhelming. Successful presentations require clear delivery that includes proper inflection, pauses and emphasis.

If you've ever had to speak in public before you know that feeling of terror you experience when you're standing in front of a crowd. Unfortunately, there is no magic pill that makes you instantly ready to stand up and dazzle your audience. While some people seem to have the knack for delivering great presentations others struggle just to get the words out. The good news is that even those of us who don't possess a natural talent for public speaking can learn this valuable skill with enough preparation, practice and persistence.

The first thing you should know is that you don't need to be perfect to be a successful public speaker. You don't need to be too witty or brilliant. You just have to be yourself!

What is important in speaking in public is that you give your audience something that is worth their time. If people leave after your speech with something of value, they will consider your talk worth their time. Now let's go over few tips that can help you deliver a presentation they will remember.

## **- Focus on delivering your main points**

While you may be tempted put in as many facts as possible along with as much information as you can into your presentation try to refrain. Instead focus on one topic emphasizing only three or four main points that will give your audience real value and make a real difference to them.

## **- Inject some humor**

Adding humor and humility into your presentations is a very good strategy that can help make your speech more informative and entertaining to your audience. Just make sure that you're comfortable being humorous and that it appropriate for the occasion. If telling jokes isn't your strong suit, then you may not want to use them or risk falling flat on your face.

## - Be humble

Humility in public speaking simply means standing before the others and sharing with them your own mistakes, your human frailties, and weaknesses. If you show to other people that you are not afraid or ashamed admitting such things, you will create a relaxed and intimate environment that will encourage them to interact with you.

Being humble also makes you more believable, more credible, and more respected, with your audience. It makes it much easier for them to relate to you, which help you form a real connection with them and puts you in a position of authority. Practice these things and it will help you become a strong, more effective and influential public speaker.

That's it for today's lesson. We have a lot to go over in the next few days, so make sure you look for your next lesson soon. We will be talking about the importance of speech preparation.

Until then,

Best wishes from,



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