# Public Speaking Tips for Students ([**20 Public Speaking Tips for Students**](https://www.verywellmind.com/public-speaking-tips-3024732)

By [Arlin Cuncic](https://www.verywellmind.com/arlin-cuncic-3024162), Updated on January 02, 2020; accessed on Jan. 16, 2020)

1. **Talk about what you know.** If possible, choose a topic for your speech or presentation that you know a lot about and love. Your passion for the topic will be felt by the audience, and you will feel less anxious knowing that you have a lot of experience to draw from when other students ask you questions.
2. **Practice.** Even great speakers practice their speeches beforehand. Practice out loud with a recording device or video camera and then watch yourself to see how you can improve. If you are feeling brave, practice in front of a friend or family member and ask for feedback.
3. **Visit the room.** If you have access to the classroom where you will be speaking outside of class hours, take the time to visit in advance and get used to standing at the front of the room. Make arrangements for any audio-visual equipment and practice standing in the exact spot where you will deliver your speech.
4. **Tell someone about your anxiety.** If you are speaking in front of a high school or college class, meet with your teacher or professor ahead of time and describe your public [speaking fears](https://www.verywellmind.com/how-do-i-get-over-my-fear-of-public-speaking-3024827). If you're in elementary or high school, share your fears with your parents, a teacher, or a guidance counselor. Sometimes simply sharing how you feel can make it easier to overcome stage fright.
5. **Visualize confidence.** [Visualize yourself](https://www.verywellmind.com/visualization-for-relaxation-2584112) confidently delivering your speech. Imagine feeling free of anxiety and engaging the students in your class. Although this may seem like a stretch for you now, visualization is a powerful tool for changing the way that you feel. Elite athletes use this strategy to improve performance in competitions.
6. **Realize the other students are on your side.** Think about a time when you have been an audience member and the student delivering the speech or presentation was noticeably nervous. Did you think less of that student? More likely, you felt sympathetic and wanted to make that person more comfortable by smiling or nodding. Remember—other students generally want you to succeed and feel comfortable. If for some reason the audience is not on your side or you experience bullying or social exclusion, be sure to discuss this with a parent, teacher, or guidance counselor.
7. **Concentrate on your message.** When you focus on the task at hand, anxiety is less likely to get out of control. Concentrate on the main message of your speech or presentation and make it your goal to deliver that message to the other students in your class.
8. **Rack up experience.** Volunteer to speak in front of your class as often as possible. Be the first one to raise your hand when a question is asked. Your confidence will grow with every public speaking experience.
9. **Observe other speakers.** Take the time to watch other speakers who are good at what they do. Practice imitating their style and confidence.
10. **Organize your talk.** Every speech should have an introduction, a body, and a conclusion. Structure your talk so that the other students know what to expect.
11. **Grab the audience's attention.** Most of your fellow classmates will pay attention for at least the first 20 seconds; grab their attention during those early moments. Start with an interesting fact or a story that relates to your topic.
12. **Have one main message.** Focus on one central theme and your classmates will learn more. Tie different parts of your talk to the main theme to support your overall message. Trying to cover too much ground can leave other students feeling overwhelmed.
13. **Tell stories.** Stories catch the attention of other students and deliver a message in a more meaningful way than facts and figures. Whenever possible, use a story to illustrate a point in your talk.
14. **Develop your own style.** In addition to imitating good speakers, work on developing your own personal style as a public speaker. Integrate your own personality into your speaking style and you will feel more comfortable in front of the class. Telling personal stories that tie into your theme are a great way to let other students get to know you better.
15. **Avoid filler words.** Words such as "basically", "well", and "um" don't add anything to your speech. Practice being silent when you feel the urge to use one of these words.
16. **Vary your tone, volume, and speed.** Interesting speakers vary the pitch (high versus low), volume (loud versus soft), and speed (fast versus slow) of their words. Doing so keeps your classmates interested and engaged in what you say.
17. **Make the audience laugh.** Laughter is a great way to relax both you and the other students in your class, and telling jokes can be a great icebreaker at the beginning of a speech. Practice the timing and delivery of your jokes beforehand and ask a friend for feedback. Be sure that they are appropriate for your class before you begin.
18. **Find a friendly face.** If you are feeling anxious, find one of your friends in class (or someone who seems friendly) and imagine that you are speaking only to that person.
19. **Don't apologize.** If you make a mistake, don't offer apologies. Chances are that your classmates didn't notice anyway. Unless you need to correct a fact or figure, there is no point dwelling on errors that probably only you noticed. If you make a mistake because your hands or shaking, or something similar, try to make light of the situation by saying something like, "I wasn't this nervous when I woke up this morning!" This can help to break the tension of the moment.
20. **Smile.** If all else fails, smile. Your fellow classmates will perceive you like a warm speaker and be more receptive to what you have to say.

# **How to Give a Short Class Presentation Competently** By [KedaDibandion](https://www.instructables.com/member/KedaDibandion/) (Accessed [online](https://www.instructables.com/id/How-to-Give-a-Short-Class-Presentation-Competently/) on Jan 16, 2020)

 **SPEAKING/PRESENTATION**
How you carry yourself when you are giving your presentation is just as important as all that work you put into researching for it. A presentation is 2 parts: information and show. You get the information together, and here's how you do the show:

• Speak loudly but do not yell.
• Speak slowly and clearly.
• Smile, maintain good posture, and make eye contact with audience.
• Be succinct: keep your presentation simple but make your words count.
• Be engaging. How can your audience be interested in your presentation if you aren’t?
• Vary your tone, don’t “read” your script; even if you are actually reading it, it doesn’t have to sound that way.
• If you mention a foreign word, put it on a slide – some people will not really understand a new word without seeing it too.
• Likewise, if you come across a word you are unfamiliar with, look up the pronunciation or ask a professor/teacher/sage before you make a fool of yourself. Another solution would be to replace the difficult word with a synonym. (Example: change “prevalent” to “common,” etc.)
• Do not turn your back on your audience; it is extremely rude. ESPECIALLY do not go to the computer where your slides are loaded, stay there, and read from the computer without ever looking at your audience.
• Dress professionally when giving your presentation – like you would for a job interview. (Examples of what not to wear include shorts, flip-flops, a black bra under a white shirt, etc.)
• Don't step back and forth, pace, or dance a jig out of nervousness when you're presenting. At best it makes you look silly, at worst it makes your audience seasick.

**PPT SLIDES**
Your slides cannot save your presentation if your script sucks. Slides ≠ your presentation. They are a separate entity, and you cannot depend solely on them to make you dazzle.On that note:

• DO NOT put your entire script in the slides.
• DO NOT read your slides as you present.
• Use slides for what they are: visual aids. Include pictures, make them aesthetic. Use them to highlight ideas, words, or concepts.
• Don’t use fancy transitions and effects, they will only make your slideshow look cheesy and will draw away from your presentation.
• Spell-check your slides, but have someone else look them over, too. “Route” and “root” are both spelled correctly, but they are not interchangeable in context.
• Store your presentation on a flash drive in “PowerPoint Show” format so you can click & go; this will keep you from having to navigate to “Slideshow” and click “Begin from current slide.”
• Save your PowerPoint in legacy (compatible with older versions) format – you can’t be sure what version your presenting computer will have.
• Email yourself a copy of the presentation if possible, in case there is a problem with your flash drive, the USB port, or other technical difficulties.
• Use standard fonts. Your computer might have Zappywigserif44, but your presenting machine likely won’t.
• If technical difficulties are irresolvable, be prepared to give your presentation sans slideshow. Your slides are not your presentation, just a background to it.