

---

**FRONT COVER:**

---

# **Terms and Conditions**

## **LEGAL NOTICE**

The Publisher has strived to be as accurate and complete as possible in the creation of this report, notwithstanding the fact that he does not warrant or represent at any time that the contents within are accurate due to the rapidly changing nature of the Internet.

While all attempts have been made to verify information provided in this publication, the Publisher assumes no responsibility for errors, omissions, or contrary interpretation of the subject matter herein. Any perceived slights of specific persons, peoples, or organizations are unintentional.

In practical advice books, like anything else in life, there are no guarantees of income made. Readers are cautioned to rely on their own judgment about their individual circumstances to act accordingly.

This book is not intended for use as a source of legal, business, accounting or financial advice. All readers are advised to seek services of competent professionals in legal, business, accounting and finance fields.

You are encouraged to print this book for easy reading.

# Table Of Contents

Foreword

Chapter 1:

***Public Speaking Basics***

Chapter 2:

***Use Stress Reduction Techniques***

Chapter 3:

***Provide Useful Information***

Chapter 4:

***Structure Your Talk Around 3 Main Points***

Chapter 5:

***Make Sure You Stick To Your End Purpose***

Chapter 6:

***Prepare As Much As Possible***

Wrapping Up

# Foreword

There are several oratorical presentations and styles that are often adopted by speakers presenting information to the masses. When it comes to public speaking the deliberate style or manner adopted by the individual to impart, influence or entertain the audience is the main requirement. Learn how to be a great public speaker here.



## ***Public Speaking Dynamism***

Learn Everything You Need To Know About Making  
The Stage

# **Chapter 1:**

## ***Public Speaking Basics***

---

### **Synopsis**

A good and experienced public speaker is one who is able to change the emotions of the listening masses at the drop of a hat. The engaging manner in which the information is put across should transcend all barriers.



## **The Basics**

Public speaking is now becoming a thriving business in areas where business and commercial events are showcased. Public speaking should successfully cover important elements like being informative, persuasive, ceremonial, extemporaneous, impromptu which comes in useful in scenarios like lively debates, broadcasting, religious talks, discussions and many more interactive and lively exchanges.

There are some techniques that should be adopted to ensure the individual undertaking the public speaking task does so with some success.

These may include utilizing a certain amount of humor, gestures, repeated phrases to ensure the point is made and retained and also being able to keep to the point.

Besides this the general impression created by the overall appearance on the individual also impacts to a certain extent the delivery and impact of the public speaking exercise.

Being appropriately attired to suit the topic being presented lends credibility to the public speaker's presentation and allows the receiving parties to better focus on the presentation at hand.

The ethics applied when engaged in a public speaking scenario is also something that should be seriously considered. Doing the necessary research into the topic to be present and also knowing a little about

the receiving audience and expectations are all important issues that help to ensure the presenter does not cause any negative sentiments to arise.



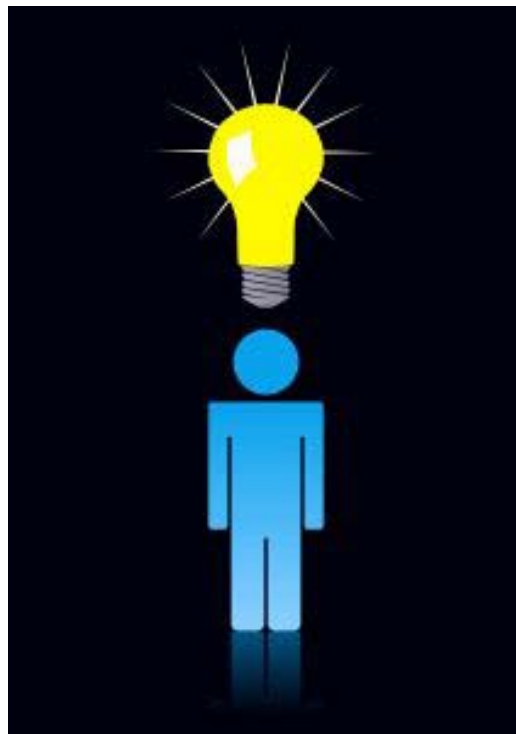
# Chapter 2:

## *Use Stress Reduction Techniques*

---

### Synopsis

Like any other interactive scenarios, public speaking can present some levels of stress for the individual concerned. Many public speakers no matter how experienced sometimes go through varying anxiety stages that can be very paralyzing and damaging to their overall presentation. However all is not lost as there are some tried and true methods that can be used to help reduce these unwanted anxiety attacks.





## **Loosen Up**

Perhaps the most effective way of keeping the stress buildup at bay or under control is to be well prepared both in terms of content material and also with the mindset.

When an individual is confident in his or her material and presentation half the battle is won as the comfort gained from this eliminates any unpleasant surprises that might arise.

There is also another surprising yet equally effective way of keeping the stress level down and that would entail the individual consuming an amount of chocolate. Yes! Chocolate has been proven over the years to be a great stress buster as it produces all the natural stress reducing properties while pleurably adding to the general well being of the presenter's mindset.

Vitamin B is also known for its stress represent properties. B 3 works synergistically while B 3 Niacin is a good energy booster which leads to the question of body balance basics. This gives the required boost to the public speaker which dramatically reduces the stress levels due to the extra energy created.

A lesser known and practiced way of reducing stress levels for the public speaker is the EMI technique otherwise known as the Z tracking Eye Movement. This simple exercise entails the individual having to visualize the eye movement tracking the letter Z without

moving the head which is positioned straight in front. Doing this simple exercise about eight times before any presentation is said to produce very effective results. As this process is non invasive it is often favored by a lot of public speakers.



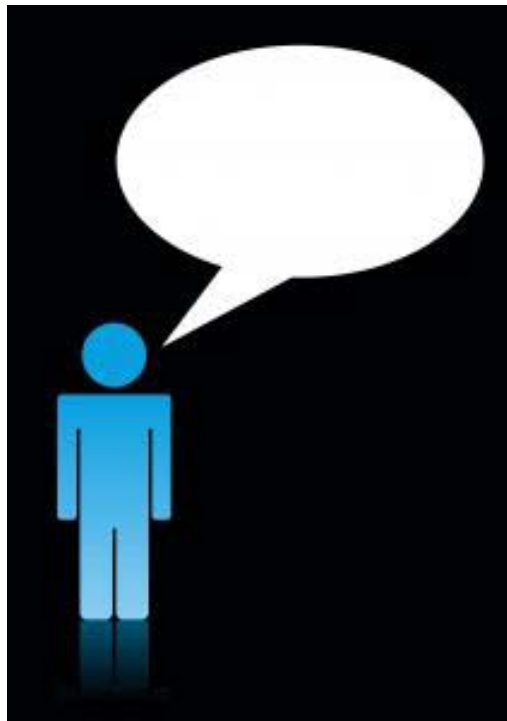
# Chapter 3:

## *Provide Useful Information*

---

### **Synopsis**

Successful public speaking is all about capturing and retaining the audience attention for the duration of the presentation. Thus the content of the information being presented should have the priority of providing relevant and informative material. The information should be well thought out and clearly designed to engage the audience's mental and visual capabilities.



## **Something Of Worth**

The points to be presented by the public speaker should have a sense on fluency and finest. Outlining these before the presentation exercise starts should be done with some diligence.

Spending time finding and compiling the information to be presented should take priority over any other element within the whole exercise. The information given must leave the listener satisfied and even curious to learn more of what is being put forth.

Dividing the exercise into main categories, helps to identify the individual areas that need to be addressed, for the material being presented to be relevant. Theses may include elements like creating, which is the exercise of bringing an idea or something into existence that did not previously exist.

Then there is the need for this said idea to be useful and something of value and benefit. Being careful to be information rich but not confusing is also another feature to consider.

Being clear and accurate regarding the information being presented by the public speaker is also another important part of providing useful information.

The information must be trust worthy otherwise the speaker will lose any credibility build over time and this would cause a huge negative

impact. Key concepts should be further substantiated with follow up information that can be easily accessed. The information presented must have added value and be up-to-date.

Taking the trouble and time to provide useful information that is relevant to the topic being presented can be done with the use of all the modern technological tools available, like the internet.



This preview copy ends here and to get the full product, please go to (the website URL ).