

T.I.P.S.

The Speaking Center Presents: Techniques to Improve Public Speaking

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Convenient and simple techniques or suggestions to help improve in a variety of public speaking areas.

10 Tips for Improving Group Presentations

1. **Hook the audience at the beginning.** Every good speech entices the listener at the beginning of the speech. A group speech is no different. The introduction matters.
2. **Introduce the team.** Somewhere in the introduction, the cast of characters presenting should be in the introduction.
3. **Write transitions.** Every time members of the team switch into a speaking role, the speech should include a coordinated transition. Something simple might work: "Next, Emily will discuss the financial piece of this event." Followed by a quick, "Thanks, Will."
4. **Move.** The speaker should take center stage or a position in the foreground of the delivery area. Other members should flank the speaker by being visually "behind" the speaker.
5. **Utilize visual aids well.** Look at the audience while presenting, not the visual aid.
6. **Share the work with visual aids.** During a group presentation, the speaker should not be behind a computer or podium. Switch this job to a current non-speaker.
7. **Build in strategic pauses.** Rushing through your thoughts is a bad move in individual speeches, but in group speeches, rushing inspires more rushing. Slow it down. Pause. Don't try to fill every moment with sound or filler words such as "uh, um, er".
8. **Pay attention to each other.** There's nothing that inspires audience boredom like presenter boredom. If you're not the speaker, but you're on the team, at least feign interest. Watch the speaker, respond nonverbally to the speaker. This sets the tone for how your audience will view the speaker and his/her information.
9. **Conclude the speech.** The speech should be tied together at the end with key repetition of ideas and closing remarks. This is your chance to make the speech a cohesive one.
10. **Practice.** Rehearse the speech together at least three times and make sure that all of your slides are consistent (font and style). You should be able to predict the moves of your co-presenters to forgo the awkward stares at each other when someone misses a cue and step in if needed.