

## BPW TOP TIPS FOR PUBLIC SPEAKING

The public speaking competition is run as a "mini meeting" with a speaker and an audience. For Example – A Community Group, A Special Interest Group, etc. Teams should employ role-play in introducing themselves, their speaker, expresser of thanks etc.

### General:

- Remember to project your voice to the audience.
- Practice what you want to say out loud in front of someone who will be able to advise you on your style.
- Check how long it takes to say your piece and that it is **inside the allocated time limit for your role**
- Speak clearly, not too fast, and use pauses or pacing.
- Pauses are a good way to allow the audience to fully absorb what you are saying.
- Good to use some humour but try not to overdo it.
- If you need to use notes, use postcards, rather than A4 sheets of paper to minimise audience distraction.

### Chairman:

- As you are controlling the meeting it is important that you think about how you will set the scene for your mini meeting, introduce your guests control the meeting including ensuring questioning meets the allocated time limit and close the meeting.
- You can say something about the speaker's topic
- **Do not** make a speech yourself
- When a question comes from the audience, you **MUST** repeat the question clearly and accurately to the Speaker.
- Remember that the audience may not have heard the question.

### Speaker:

- You can choose your own topic, which should be of current national or international interest, e.g. a current crisis in the health service, mental health awareness, etc. Choosing a subject which is current and topical will give you lots of information to use in your speech.
- You will have around 6 minutes for your speech. Try to make the most of your time, i.e. your speech should not be too short or go over the 6 minutes
- Make sure your research is thorough and any statistics you use are correct and referenced. Too many statistics may be confusing to the audience so don't overdo them.
- Try and predict the questions the audience might ask and think about how you would respond.
- Always ensure that you answer any questions fully – use the research you have done in preparing your speech

### Expresser of Thanks:

- Do not critique either the speech itself or the speaker's delivery.
- It is good to mention elements of the speech which have interested you personally.
- In particular, **do not** thank BPW or the Sponsors.