

Public Speaking

Listing the Actions You Took

- If people are confused as to what exactly will be dealt with – and when – they are liable to lose concentration, and any key points you make in the presentation will resonate less as a result of people wondering what is next.
- There will be people in your audience who, although they are keen to listen closely to the presentation, will still wonder when their particular area of interest will be dealt with. We change how we listen depending on our familiarity with the topic.
- If people are concerned about the length of the presentation, their minds will begin to wander as it passes the point where they would have hoped for it to finish.

Checking Out the Venue

- Adequate seating.
- Good sight lines. Some chairs may need to be moved so that everyone can see the speaker or the screen.
- Projectors or other equipment. If you will be using the site's projector, be sure it works, and check to see if it is compatible with your laptop. Will you need an extension cord?
- Lighting. What combination of lights will allow the audience to see you, their notes, and the screen if you plan to use slides?
- Speaker's accommodations. Is there a podium if you plan to use one? Is there a place for you to put handouts?

Reviewing, Editing, and Rewriting

Content and Organization:

- Does the opening provide a good idea of what the presentation is about?
- Are the main ideas arranged in a logical order?
- Are opinions backed up with facts, statistics, and authorities?

Language:

- Have you come with clear, effective statements of your main ideas?
- Have you eliminated jargon as much as possible?
- Have you used vocabulary that the audience will understand?

Length:

- Have you devoted an appropriate amount of time to each part of your presentation?
- Is your entire presentation an appropriate length?