

## Speaking Practice Tips

- Practice a lot more than you'd think – 20 hours of practice for a 20 minute presentation.
- This serves your audience better, and allows you to be more present with them
- Practice with *presence*.
- Imagine your audience, your room, and individual faces when you're practicing.
- Practice at full volume, imagining interacting with your audience, and intending to connect with them.
- Prepare, practice, then ditch the script when you give your talk – be fully present.
- Trust in your preparation, trust in your presence, and have concise notes as a crutch if you need them.
- Don't make a big deal of referring to your notes, and don't apologize for it – stay in your power.

## Using notes:

- Your notes will evolve as you practice.
- My process:
  1. Write out script close to word-for-word (sentences organized in outline format). *Practice* speaking aloud – noting any changes that sound or feel more natural spoken versus what you originally wrote, and checking in with the logic of your order and content.
  2. Create an outline with only as many words as you need to ensure you hit all of your main points. *Practice*.
    - It can be helpful to have someone read your word-for-word script while you speak from these notes, pared-down bullet notes (later), or without any notes, to let you know if you leave anything out.
  3. Pare down to single word bullets, if possible. *Practice*.
- If you plan to use notes during your speech:
  1. Try for as few words on the page as possible.
  2. Practice speaking with the same notes you plan to use for the speech – this way you can easily find your place during your talk.