

Public Speaking Tip Sheet

Physical Behavior

Remember: it's about delivery, not content.

- ✿ Take a deep breath and wiggle toes to get rid of nervous energy
- ✿ Eye contact – one person per thought
- ✿ Pause between each sentence and breath
- ✿ Smile!

Energy is the secret sauce!

Put yourself in a good mood and boost that energy!

Some quick energy boosters:

- ✿ Listen to upbeat music
- ✿ Find 10 things to be grateful for
- ✿ Laughter
- ✿ Call someone who picks up your mood
- ✿ Dark chocolate

Thinking on your Feet

Has someone ever asked you a tough question about Girl Scouts that you didn't know the full answer to, or perhaps it was a sensitive issue that you didn't feel equipped to handle? Here is a strategy to help alleviate this:

- 1. Slow down and breathe. A pause may seem like millennia to you but it really just looks like you are thoughtfully preparing an answer.**
- 2. If someone asks you a question you don't know enough about – use “What we know about x is...” or “What I can tell you”**
- 3. When you don't know where to start, rephrase the question and then say “Here are two reasons why...first, x. Second, xx. Bottom line, xxx.” This forces your brain to come up with something.**

What to Do:

- ✿ Use lower pitch and strong volume
- ✿ Speak with conviction
- ✿ Make personal connections- think about your experiences as a Girl Scout volunteer or how much your girl has grown!
- ✿ Be approachable and warm
- ✿ Use a conversational tone- keep it light
- ✿ Engage your audience- ask questions, see what they are thinking

What to Avoid:

- ✿ Fidgeting and mumbling
- ✿ Upward inflection at the end of sentences
- ✿ Talking too fast- what you have to say matters, slow down!
- ✿ Low energy level
- ✿ Talking over others or interrupting
- ✿ Monopolizing conversation
- ✿ Little or no engagement with who you are speaking with