

10 **Golden** Rules of Effective Speaking

Public speaking is simple if you follow the rules. Get started on the road to effective speaking.

01

Don't be boring. Don't perform, inform. Make it a conversation.

02

Love your topic. Demonstrate true passion and you'll get attention.

03

Know your audience. Who are they and what do they want to know?

04

Refine your vocal toolbox. Voice, pitch, tone, volume, pace, and breaths.

05

Use your body language. Gestures and facial expressions speak volumes.

06

Don't rely on multimedia. You are the star of your talk, not your slides.

07

Train the butterflies to fly straight. Use the nerves to boost your energy.

08

Serve your audience with intention. What is your purpose? Your big idea?

09

Practice, practice, practice. 1 hour of practice per minute of presentation.

10

Speak often online and in person. Strengthen your speaking muscle.

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