



Tips for Speaking to Groups

- Prepare in advance.
 - Ask your host questions.
 - Who is likely to attend? What do they know about your topic? What are they hoping to hear from you? What are their expectations?
 - How much time do you have? Will there be Q&A? Are you the only speaker?
 - Have there been any recent events in the community that would be relevant for you to know about? These could include positive or negative news stories that involve chemistry or chemists. You don't necessarily need to acknowledge them in your talk, but you don't want to be caught by surprise if someone else mentions them.
 - Rehearse out loud with all the equipment you plan on using.
 - Practice with a timer and allow time for the unexpected.
 - Practice until you are comfortable with your topic.
 - Incorporate your three messages into your talk.
- Prepare the day of the talk.
 - Know the room. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
 - Know the audience. Greet some of the audience members as they arrive.
- Relax. Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything.
- Pause to take a breath, recollect your thoughts, and make a greater impact on your audience—this is perfectly acceptable and encouraged.
- Concentrate on the message, not the medium. Focus your attention away from your own anxieties and concentrate on your message and your audience.
- Don't apologize for any nervousness or problem—the audience probably never noticed it.
- Realize that people want you to succeed. Audiences want you to be interesting, stimulating, informative and entertaining.
- Ask the audience an occasional question—it involves them and creates a feeling of dialog.
- Add variety to your delivery. For example, introduce your topics as questions, then answer them.
- Keep your body at ease, not stiff; move fluently and naturally while speaking.
- Think and speak positively and slowly.

- Don't be tethered to the podium. If possible, walk as you speak and get close to the audience. This shows confidence and connects you with the people in the room.
- Use gestures and facial expressions to illustrate your points.
- Enunciate. Clear speech helps those listening as they don't have to decipher the words but can concentrate on the content.
- Don't be afraid to speak loudly. If you speak in a low voice, not only will others not be able to hear what you say, but you will also portray a passive demeanor, not a confident one.