

Giving A Talk

Speak clearly, taking care that everyone can hear you. However, bear in mind your audience; if it's a one-to-one talk, don't start off as if you are giving a lecture in a hall!

Be enthusiastic, show that you are interested - especially at the beginning of your talk. You need to gain the attention of your audience and maintain their interest in what you have to say.

Be positive and friendly; look at your audience -eye contact is important.

Be ready to pause after making an important point - allow what you have said to sink in! Be prepared to respond to any questions as you go along, especially if your talk is on a complicated topic. By all means refer to your notes, but don't try to learn your talk off by heart. This is the road to disaster! There is also a real danger of your losing the track of your delivery if you are interrupted by a question from the audience.

If you are using pictures or other materials to show the audience, decide how you are going to use them. If you choose to pass them round, be sure that you do not rush ahead with the rest of your talk while the audience is still examining one of your visual aids.

Be ready to respond to questions at the end of your talk. Adopt a positive approach here and invite questions from the audience. You will find two general areas of interest.

- Questions asking for a personal response -such as 'Why have you chosen this topic?'
- Questions which ask you to go into more explanatory detail on something you have said, e.g. a particular event or incident you mentioned.'

Dealing with such questions is an important part of your talk. Remember that if you have prepared thoroughly you will have the knowledge and information to hand, so listen and think carefully before you answer, then speak up clearly and confidently. Above all, value the question and be seen to take it seriously.

Finally, keep a sense of humour, be positive and friendly; try not to be too intense and withdrawn -be approachable!

Prepare and give a short talk on one of the following:

- A day out,
- The things you are good at
- Your least favourite thing,
- The best day of your life ,
- A dream you had,
- The environment,
- Choose a topic yourself.