



# Public Speaking Cheat Sheet!

**Prepare – Construct – Deliver**

## Prepare

- Go with a subject you know and decide on 3 main points of your subject that you want to talk about
- Write down your specific purpose... how do you want your audience to change?
- After it's prepared and constructed, rehearse your speech against the clock out loud!

## Construct

- Introduction should grab attention and tell the audience why you are speaking
- Your 3 points are mini speeches with their own introduction, middle and conclusion
- Conclusion should briefly summarise your purpose. End on a sentence you know well

## Deliver

- Take your time. Pause when you can and try not to rush through your words
- Look at people. Eye contact is how an audience knows they are being spoken too
- Be calm and believe in yourself. Remember: your audience wants you to succeed