

## **Tips to Remember for Public Speaking Engagements**

Do:

- Keep your audience in mind when you prepare your presentation. Think about whether you are speaking with DOs, osteopathic medical students, potential student DOs, or the general public and tailor your messages for the particular audience.
- Personalize your presentation, where appropriate, by including anecdotes from your career.
- Practice your presentation (with or without PowerPoint, if applicable) so you sound polished and confident when you deliver it. This will also ensure that you stay within the allotted timeframe.
- Stop by the venue prior to giving your presentation to familiarize yourself with the layout of the room.
- Make eye contact for 3-5 seconds with different members of the audience throughout your talk.
- Speak louder than you think you should.
- Use your voice and facial expressions to help make your messages more persuasive.
- Use gestures to emphasize a point.
- Observe the audience as you make your presentation to gauge their attention level and their reaction to your messages.
- Smile.

Don't:

- Read your speech to the audience. You want to engage them during your presentation by connecting with them through eye contact and personal anecdotes.
- Pace back and forth because it will distract the audience from your message.
- Rush through your presentation. Pause for emphasis and look at your audience during these breaks.
- Say “umm” or “uhh” in between words as they make you sound unsure of what you are saying. Instead, use silent pauses.

### **During the Q&A**

Do:

- Repeat the question for the rest of the audience.
- Keep a calm demeanor if the discussion becomes heated.

Don't:

- Become defensive if asked about sensitive issues within the profession.
- Make up an answer if you are unsure of one. You can inform the individual that you will find out the answer and will get back to her/him.