

TALKING ON YOUR FEET

*Twelve Simple Rules
by Dr. Janice Lyle*

1. Have something to say.
2. Be prepared.
3. Be brief.
4. Be persuasive.
5. Be personal and friendly--and funny if possible.
6. Explain the point you're going to make; make the point; and then review the point you made.
7. Focus attention on an object, rather than yourself.
8. Don't read.
9. Don't worry about what you've forgotten to say. If you forgot it, it wasn't important.
10. Take deep breaths (in a private place) for one minute before beginning to speak.
11. Look at your audience and smile.
12. Remember, an audience is made up of friendly people.