



QUICK REFERENCE GUIDE

20 Tips for Better Speeches & Presentations

Twenty things that make any talk clearer, calmer and more convincing.

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| 🎯 1 Clarity of purpose — hit the target | 🕒 11 Be conscious of time — finish on time |
| 🔊 2 A compelling opening — tune them in | ♥ 12 Emotional triggers — from the heart |
| 👔 3 Dress for success — it all counts | ❓ 13 Ask questions — keep them thinking |
| 🗣️ 4 Simple language — cut the jargon | “” 14 Powerful quotes — one strong line |
| ≡ 5 Good structure — start, middle, end | 🎯 15 Nerves are normal — breathe, then smile |
| ⏸ 6 Powerful pausing — let it land | 📖 16 Tell stories — people at the heart |
| ✋ 7 Use gestures — with purpose | 💻 17 Use visual aids — don't overcrowd |
| 📈 8 Vary pace & pitch — never drone | 📊 18 Build confidence — prepare and rehearse |
| 👁 9 Make eye contact — look, then linger | 🔑 19 Cut uncertainty — no “I'll try...” |
| 😊 10 Using humour — keep it appropriate | 💡 20 End strong — close with a call |

★ **Bonus tip** — celebrate your progress and keep growing.



First, third & fifth Thursdays, 8–10pm · September to June
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