



成功演讲秘笈

Tips for Successful Public Speaking

Know the room. Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practise using the microphone and any visual aids.

Know the audience. Greet some of the audience as they arrive. It's easier to speak to a group of friends than to a group of strangers.

Know your material. If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practise your speech and revise it if necessary.

Relax. Ease tension by doing exercises. Visualize yourself giving your speech. Imagine yourself speaking, your voice loud, clear, and assured. When you visualize yourself as successful, you will be successful.

Realize that people want you to succeed. Audiences want you to be interesting, stimulating, informative, and entertaining. They don't want you to fail.

熟悉场地。争取熟悉你要在那里发表演讲的环境。提早到达并巡视讲台，练习使用麦克风和其他辅助视觉设施。

熟悉听众。在听众进入会场时向他们致意。向一群朋友演讲总比对一群陌生人演讲来得容易些。

熟悉你的讲稿。如果你不熟悉你的稿子或者对它不满意，你的紧张感就会增强。练习一下你的演讲稿，并且做必要的修改。

放松自己。做些准备活动松弛紧张的神经。设想你自己演讲时的情景。想象你自己在侃侃而谈，声音洪亮、吐字清晰、充满自信。倘能设想自己成功，你就一定会成功。

要意识到在场的人们希望你成功。听众希望你的讲话趣味盎然、催人向上、旁征博引且风趣幽默。他们不愿看到你把事情搞砸。



Don't apologize. If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. Keep silent.

Concentrate on the message — not the medium. Focus your attention away from your own anxieties, and outwardly toward your message and your audience. Your nervousness will dissipate.

Turn nervousness into positive energy. Harness your nervous energy and transform it into vitality and enthusiasm.

Gain experience. Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need.

不要道歉。假使你说到你的紧张或为讲稿中到不妥的地方表示歉意,你就可能是在提醒听众注意一些他们其实并未意识到的东西。对此绝口不提就是。

集中注意力在内容上,而不是形式。把你的注意力从内心的焦虑上解脱出来,转向外在的演讲内容和听众。然后你的紧张感就会逐渐消失。

把紧张转化为积极的动力。要控制你的紧张情绪并把它变为活力和热情。

积累经验。经验会带来自信,而自信正是演讲取得成效的关键。加入司仪俱乐部你就能学到你需要的经验。

