

## The Public Speaking Wire

Helping you achieve speaking success

### Issue 6

#### The "other" public speaking

People often think of public speaking as lecturing before an audience. However, it's far more encompassing. Being a [panelist](#) and going for a [new business pitch](#) or [job interview](#) are all forms of public speaking. Below you'll find tips to help you perform at the top of your game.



To help you relax for those important appearances, we've also included a short [breathing exercise](#). Lastly, with this issue, we've simplified our newsletter format to make it more user-friendly and easier to read. I hope you enjoy it.

Linda



#### Top Speaking Skills for Interviews, Part I

##### Communications Skills for Job Hunting and New Business Success

It's understandable if you have the jitters when it comes time for a job interview or business presentation. After all, it's important to your career and to your business growth.

Here are some tips to help you prepare for that big job interview or business pitch.

- **Expect to be nervous.** It's only natural when there is something at stake. So, expect some amount of nervousness. Go with the flow, and accept that your nervousness may be excitement and anticipation, rather than fear and dread. And remember that the interviewer has as much at stake as you do in hiring the right person for the right job.

- **Carry yourself confidently.** How you carry yourself is as important as the clothes you wear for that interview or presentation. Look in the mirror and view yourself both standing up and sitting down. Remember that first impressions count, so the way you enter a room for that first introduction or handshake is important.... [Read more...](#)

## Helping you achieve speaking success



We offer individualized or small group coaching to help you meet your public speaking goals.

Tailored workshops are available for corporations and organizations.

**Make better speaking one of your goals for the New Year.** [Contact us](#) for private coaching and winter classes to find out how we can take you "from fear to fun!"

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## Panel Pointers

At a luncheon I attended with a panel of prominent T.V. producers, I was surprised by some of the basic mistakes these pros made.



So, here are some pointers to keep in mind if you're a moderator or panelist.

- At the podium, unless you're in a small room and know that you can be heard clear at the back, step up and talk into the microphone.
- When you're seated as a panelist, speak directly into the mike. Turn your head sideways and you won't be heard. If there is no mike at your place, use your neighbor's.
- For audience questions, be sure to repeat each question before answering.
- Find out what your time limit is for speaking, and limit your remarks to that.

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## Quick Breathing Exercise



To build up your diaphragm muscle:

- Place a fist against your diaphragm.
- Take a relaxed deep breath.
- As you exhale slowly, feel your fist pressing against your diaphragm at the same time your diaphragm muscle pushes against your fist. Be aware of your stomach pressing in to feed your diaphragm air, which helps support your voice.
- Complete your exhalation. As you run out of breath, the diaphragm will naturally relax.

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