PUBLIC SPEAKING TIPS

1. **Be Prepared:** Have all the important points you need to hit written out as bullet points.

2. **Always begin in the beginning:** Don’t assume that the people know what the community school model is. Be prepared to explain what it is and how it benefits students, schools and the community.

3. **Stick to your Subject:** No matter what you are asked, don’t let anyone derail you. Make sure you always come back to how community schools can improve student achievement.

4. **Relax and take your time:** (This is not a contradiction to the last point!) If you need to stop and gather your thoughts, that’s okay.

5. **Appear confident:** Make eye contact with the person or group you are talking to and be friendly.

6. **Don’t speculate:** You don’t have to have the answers to everything. If you are asked a question and you’re unsure about the answer say “I don’t have that information but will find out and get back to you” and make sure you follow up.

7. **Don’t get into arguments or debates:** Better to simply restate your message but definitely correct false information or assumptions.

8. **End with your message, especially if it wasn’t clear during the discussion:** At the end, you might want to say, “There are a couple of other things that I wanted to mention” and reiterate your main message.