Public Speaking, Toastmasters and More!!!

Presented by Gary Schmidt

Oregon Association of County Treasurers and Finance Officers – 2025

Before you Speak

- Analyze your audience
  - Who are you speaking to?
  - Timing
  - Purpose
  - Dress code
- Analyze the room
  - Size, lighting, lectern, audio-visual equipment
  - Microphones
- Virtual meetings
  - Camera location and eye contact
  - Microphone
  - Lighting and background
  - Fill the box
- When your speech begins
- Be prepared…for anything
- Power Point, props, visual aids
- Breathe
- Drink only warm water or tea (no caffeine or milk)
- Smile

As you Speak

- Using notes
- Speaking with your own voice
- Bring water or cough drop if needed
- Speech organization
  - Introduction
  - Body
  - Conclusion

- Working with words
  - Specific and descriptive (no jargon)
  - Reduce verbal fillers
- Non-verbal communication
  - Gestures
  - Body movement
  - Facial expressions
  - Eye contact
  - Posture
  - Distracting mannerisms
- Vocal variety
  - Speed/pauses
  - Pitch
  - Volume
- Audience participation
- Smile…no matter what happens
- If you feel you messed up…see rule above
- Q&A tips:
  - Repeat the question
  - Pause and think…but not too long
  - Answer honestly and directly with tact
  - If you don't know, say so and follow up
  - Be brief

After you Speak

- Be gracious
- Be grateful
- Learn and grow

Methods for Controlling Nervousness

- Visualization
- Effective breathing

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To Join a Toastmasters Club:
www.toastmasters.org