

# 7 Mistakes Made by Speakers

1. Failing to focus the speech for a specific audience  
Correct: Do an audience analysis!
2. Trying to cover too much information  
Correct: Stick to your specific purpose statement!
3. Reading the speech word for word  
Correct: Use a word or phrase outline as your speaking notes!
4. Forgetting to verbally cite your sources during the speech  
Correct: Mark citations in your notes!
5. Failure to use presentation aids to illustrate ideas  
Correct: Create a PowerPoint or picture collage as a focal point!
6. Forgetting to use gestures  
Correct: Raise hands above podium and open the palms!
7. Avoiding eye contact while speaking  
Correct: Do not read your speech, use an outline for notes!