



HOW CAN I GIVE A GREAT PRESENTATION (WITHOUT FAINTING)?

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OWN YOUR SUBJECT MATTER

- Be prepared.



- Know your subject backwards and forwards.
- You're the speaker, so your audience will consider you the expert.



PRACTICE!

- Practice your speech by yourself until it sounds good.
- Tape yourself with your phone or tablet and play the tape back to see if you want to change anything.
- Practice in front of one other person who will give you honest feedback, and then keep practicing until you are happy with your performance.

**IF YOU ARE ENTHUSIASTIC,
YOUR AUDIENCE WILL BE TOO.**



Even if you don't feel completely enthusiastic about your topic, you need to at least *appear* to be enthusiastic.

Being enthusiastic will make your presentation more interesting because enthusiasm is contagious.

SPEAK, DON'T READ.



Make notes on cards so you can refer to them briefly if you need to. (Only look down a couple times.)

NEVER read your notes. This is a sure way to put your audience (and possibly yourself) to sleep.

INVOLVE YOUR AUDIENCE IF YOU CAN.



- Introduce yourself with a smile and make eye contact.
- Greet your audience in a friendly manner.
- Ask if anyone has a question.
- Ask the audience to comment on a point you just made. (E.g., do they agree or disagree?)



BODY LANGUAGE COUNTS!

- Nothing speaks louder than a smile, so ALWAYS smile when you greet your audience.
- Stand up straight. This gives you an air of confidence.
- Vary the tone of your voice. This keeps your speech interesting.
- Use body language (hand gestures, eye contact, facial to help communicate your point).



WHAT CAN I DO TO STOP FROM GETTING NERVOUS?

- Speak slowly. This will help calm your nervous system (breathing, shaking, etc.)
- *Act* confident even if you don't *feel* confident. This will give your brain the message that you believe in yourself and what you're saying. Also, your audience will be more inclined to listen if they think you know what you're talking about.
- Pose a question to the audience. This will give you time to collect your thoughts and put yourself in a calmer state.
- Imagine that **YOU** are the expert and your audience has paid a lot of money to hear you speak.
- Pretend that you are an actor and **YOU** are getting paid a lot of money to speak.

EXPERIENTIAL EXERCISE: PRACTICE SPEECH

Choose from a topic below and write a brief 2-minute speech. Then select one person in the room that you don't know and give that speech.

- **Your hobby**
- **Career goals**
- **Favorite sport**
- **Music**
- **Favorite vacation**

