USEFUL TIPS WHEN PUTTING TOGETHER A PUBLIC PRESENTATION

HAVE PASSION FOR YOUR TOPIC

Choose a topic that is both interesting and relevant to you. Speak or demonstrate about something you are comfortable with. If you have passion for your topic, it will be much easier to relate that enthusiasm to your audience.

“An audience’s biggest turn on is the speaker’s obvious enthusiasm. If you are lukewarm about the issue, forget it!”

Tom Peters

Energy will shine through your face if you are speaking about something you have real passion for. **Don’t just speak on any subject but rather find one that truly excites you!**

Find a topic that you just HAVE to educate others about. If you have no enthusiasm for your message, why should anyone else?

USING PROPS

A PROP is any object that is used by a presenter in a performance. Props can include anything on stage with you such as, a flip chart, podium, projector, pointer, notes, chair, markers, etc. Props are a form of visual aid.

Props help you focus attention on the speaking points you are trying to make by illustrating those points.

Pointers for using props:

- Make sure the prop can be seen from all parts of the room.
- Always speak to the audience, not the prop.
- Use props that will actually enhance your presentation and not simply take up space on stage.

STAGE FRIGHT

Everyone experiences stage fright from time to time. Even the most seasoned public presenters sometimes get nervous in front of a group of strangers. Remember that stage fright is not only normal but also manageable. Surprisingly, a bit of stage fright can actually be good for your presentation. It makes you more aware of your surroundings and your own consciousness. Learn to use these feelings to your advantage instead of letting the fear take over.

There are many strategies that you can use to help deal with stage fright.

Strategies you can use **any time**:

- Pretend you are chatting with family or a group of friends in a relaxed setting.
- Close your eyes and imagine your audience listening and applauding.
- Think about your passion for your topic and how much you want to share it with others.
Strategies **before** your presentation:
- Be WELL prepared.
- Listen to music.
- Anticipate hard and easy questions.
- Take part in an activity that relaxes you.
- Organize your presentation notes. Put them on note cards for easy transition.
- PRACTICE, PRACTICE, PRACTICE!!! *(Out Loud)*
- Break your presentation into smaller bits that are easier to remember.

Strategies **just before** your presentation:
- Notice and think about things around you.
- Yawn to relax your throat.
- Review your notes and other presentation materials.
- Concentrate on your audience.
- Breathe deeply, openly and slowly for several minutes.

You most likely will not do all the things listed above. Find those tricks that help you feel relaxed and ready to give your presentation. *Remember that nervousness does not show to your audience nearly as much as you feel it.* Keep your eyes on your audience and take your time and you will do just fine.

**CONTROL Stage Fright, Don’t Let It Control YOU!!!**

**THE 3 E’s OF PUBLIC PRESENTATIONS**

If you remember the 3 E’s in your presentation, you will deliver a message that will resonate and stick with your audience long after you have finished.

**EDUCATE**

**ENLIGHTEN**

**ENTERTAIN**

“You need to uncover the style you already have and use it, rather than use someone else’s style. Select material carefully so that it compliments your style. **BE YOURSELF!”**

*Scott Friedman*

*Public Speaking, Laws of Humor*