

Speakers Bureau

10 Presentation Tips

1. Share your passion

Use humor, personal stories and conversational language – that way you won't easily forget what to say.

2. Practice & have fun

With a little practice you can inject your passion into your presentations. Enthusiasm is contagious. Presentations should be informative and entertaining.

3. Know the audience

Greet some of the audience members as they arrive. It's easier to speak to a group of friends than to strangers.

4. Know the room

Arrive early, walk around the speaking area and make sure you are comfortable with any equipment you may be using. Preparation can do a lot to remove your speaking anxiety.

5. Relax & breathe in not out

Pause, smile and count to three before saying anything. If you're feeling the urge to use fillers like "um," "ah," or "you know," replace those with a pause and taking a short breath in. You can use statements like, "that's a really good question," or "I'm glad you asked me that," to buy yourself a few moments to organize your response.

6. Slow down

Consciously slow down your speech and add pauses for emphasis

7. Match eye contact

As you look around the room throughout your presentation, match eye contact with everyone in the room.

8. Project your voice

Stand up straight and let your voice resonate on the air in your lungs rather than in the throat to produce a clearer sound.

9. Don't apologize

Don't apologize for any nervousness or problem – the audience probably never noticed it. However, DO apologize if you're late or incorrect.

10. Be natural with your movements

Gestures and movements should be an extension of your message and the emotion it conveys. Planned gestures often look false. Go with what is natural to you or relax and keep your hands to your side.

