

TOP PRESENTATION TIPS

From Priscilla Morris

When I'm coaching for Public Speaking Diplomas these are some of the areas we explore:

- 1) You may know your subject but if you don't deliver it in an interesting way, you are wasting your time!
- 2) Don't start with a written script which is an essay, not a speech. Use notes only, indicating major points, changes of direction and any essential information you need to remember.
- 3) Like most things, a speech needs to be logical and you need a clear structure. There is no set way to do this but try:
 - ◆ An introduction to your subject and intentions
 - ◆ Your main points linked in an arresting way
 - ◆ A summary and conclusion which leaves the audience with something memorable – a quotation perhaps
 - ◆ Q & A if appropriate
- 4) Now think about your delivery:
 - ◆ Essentials are:- Vocal power which is sufficient for the space and audience size.
 - ◆ Body language which shows confidence and does not distract. Lots of eye contact.
 - ◆ Modulation of the voice to keep the interest and enhance the content.
- 5) Modulation details:
 - ◆ Pace – control and variation
 - ◆ Pitch – must be appropriate and varied
 - ◆ Pause – for thought and emphasis
 - ◆ Tone – shows your involvement
- 6) Visual aids:
 - ◆ Must enhance the delivery and not take over
 - ◆ Be sure you don't cause 'death by PowerPoint!'
- 7) How much practice? You can never do enough! My public speaking tutor at college, John Holgate, told us "For one minute of speaking you need one hour of practice."
- 8) Try your speech out on someone if you can. Remember to check your timing as keeping to time is VERY important and part of the skill of presenting.

There are a large number of books which you can read for further info.

Or you can contact me by completing the on-line form or phone: 01455 230317