

Public Speaking... Yes You Can!

From: CSI - Communication and Leadership

Nonverbal and Vocal Skills

- 93% of communication is nonverbal.
- Your message matters, but not if you're staring at the floor.
- What are nonverbal and vocal skills that we need to consider when giving a presentation?
 - Eye contact
 - Posture
 - o Facial expressions
 - Hand gestures
 - Movement
 - Volume/projection
 - o Pitch, rate, tone
 - Tone
 - Pausing no "fillers"
 - Articulation
 - Appearance

Preparing Presentations

- Be Clear about the Purpose of Your Presentation.
 - What is the format/style of the presentation (e.g., discussion or formal talk)?
 - O What information does the audience need or expect?
 - o Will you be presenting new information or building on previous knowledge of a subject?
- Know your Audience.
 - O What is the size of your audience? What are your audience demographics?
 - o Is the audience likely to be friendly and/or interactive? Formal or informal?

Know Your Time Constraints

- O How long are you expected to speak?
- Long presentations allow you the freedom to explore your topic more in depth and engage the audience.
- o Short presentations should be kept to only <u>essential</u> points.
- How much time is allotted for Q&A?
- Speak SLOW 100 words per minute (normal conversation occurs at 300 words per minute)

Preparation is key to delivering good presentations.

- Start early and avoid procrastination
- Clarify your topic and identify the main points you wish to address
- Research supporting data for each point
- o Create an outline or "idea network" to help you relate and transition between your main points

• Arrange your main points in a logical sequence.

- o How will you engage the audience at the beginning?
- o Provide an overview of your main points (determine the most essential points)
- o Arrange from most important to least important
- Determine transition elements (How do the points relate?)
- Conclude with main points... again.

Using Visual Aids

- Use key phrases only
- Layout of slides is important keep important information near the top
- Limit punctuation and avoid using all capital letters
- Avoid fancy or hard-to-read fonts
- Use contrasting colors for text and background
- Consider your audience when choosing a template
- o Limit the number of slides you use
- Use photos, charts and graphs
- Avoid excessive use of transition/animation elements

Other Essential Tips

- o An involved audience is an engaged audience
- o Keep your hands out of your pockets and do not chew gum or mints
- Be prepared enough to allow for spontaneity
- o Avoid highly technical or specialized terms
- Convey enthusiasm for your topic
- Prepare for technology difficulties
- Forecast questions that might be asked and practice responding the ability to think on your feet is crucial

Handling Audience Questions

- o Always repeat the question. Or if necessary, ask for the question to be repeated.
- Take a moment to reflect on the question.
- o If you can't answer the question, just say so don't fake it. You can:
 - Offer to research the answer and get back to them.
 - Suggest resources that would lead to the answer.
 - Ask the audience.
- After answering, ask the person who asked the question if you answered sufficiently.

• Practice Makes Better

- Practice in front of others and solicit honest and constructive feedback
- Videotape yourself and watch for what needs improvement
 - Difficult to do, but very effective!
- o Practice with your visual aids and plan for using more than one method
- o The more you practice, the less nervous you will be before and during your presentation!
 - Try to channel nervous energy into performance energy! Nervousness is normal!