

Delivering Your Presentation: Tips for Success

Even the best content will fail to have the desired effect on the audience if the delivery is flawed. It is

with making sure the presentation is well-developed and organized.

- There is no substitute for practice! This will help you gain confidence, thereby reducing your speech anxiety. It also will familiarize you with your own content and make you better able to adapt to the situation if needed.

- Be aware of your nonverbal communication as well as the words you are saying. Your gestures, facial expressions, and posture are all part of your communication. Practicing with a friend or in front of a mirror can help you become aware of your nonverbal communication.

- Be aware of your audience. Know your audience's size, interests, and needs. Adjust your presentation accordingly. For example, if you are presenting to a group of experts, you may want to use more technical language and data.

- Practice your presentation. Rehearse your presentation several times before the actual event. This will help you visualize your successful delivery and identify any areas that need improvement.

- Use visual aids. Visual aids can help you present your information more effectively. Use slides, handouts, and other visual aids to support your presentation.

- Follow some guidelines for effective delivery. This includes making eye contact with your audience, speaking clearly and loudly, and using appropriate body language.

- The natural speaker (2nd ed.). Boston: Allyn & Bacon.



BEHAVIORAL SPEECH

being course

Mike enrolled in a public speaking course during his first semester at the University of California at Santa Barbara. As a professional, he was surprised to discover that the vast majority of students in the class were seniors who had avoided the public speaking course until their final year of college.

There was one senior in the class named Ron, who spoke with a deep, resonant voice and strong, confident posture. Mike would be mesmerized by the sound of his voice. Ron would stand behind the podium, a most noticeable feature being the slight, but firm, twist of a subtle tilt of his head to accentuate a point or ease the audience into his next thought. What Mike now had a true role model.

Mike practiced his own speech, but he found himself spending hours trying to lower his voice to match Ron's deep, resonant, musical notes. As he practiced his talk, his body wanted to dance, as it had during his first two speeches, but Mike restrained his movement as he counted down the steps and address, focusing on his posture and breathing.

On the day he was speaking and moving, just like Ron, he was working. Mike's third speech, however, was a damn failure. He didn't know what had happened that morning in class when he got up to speak. He felt like he was like Ron's, the posture was the same as Ron's. And his gestures were as smooth as Ron's, as presented in fact. Mike

It wasn't until after class that Mike realized that the other students were as nervous as he was. He had been so focused on his own performance that he hadn't noticed the reactions of the other students.

Speaker Naturalness

Body

There's an old Jewish proverb that wisely asks the question, "Can you be yourself, who can you be?" A common and disturbing problem that occurs and speaking will have a significant impact on a speaker's effectiveness.

Your body communicates a great deal about you to your audience. A common and disturbing problem that occurs and speaking will have a significant impact on a speaker's effectiveness.

Mike was trying to get your attention. He was trying to get your attention. He was trying to get your attention. He was trying to get your attention. He was trying to get your attention.

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On a podium, your audience will back out. They will back out. They will back out. They will back out. They will back out.

Over the years, Mike has improved. He has improved. He has improved. He has improved. He has improved.

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Elements of Good Delivery

Now that we've examined the characteristics of good delivery, we can look at its specific elements. Those elements include your body, gestures, eye contact, facial expressions, breath, and posture.

body movements that are helpful in sustaining audience emphasis. Speaking of podiums, try moving away and speaking of the podium to communicate a more informal speaking style.

stand with both hands comfortably on the podium. The only rule is that your hands and arms cannot fall to your sides. Then begin to recite your speech. The only rule is that your hands and arms cannot fall to your sides. Then begin to recite your speech. The only rule is that your hands and arms cannot fall to your sides. Then begin to recite your speech.

Walk two or three short steps to your right or left. This will help you to feel more comfortable. You might also find it useful to walk a few steps to your right or left. This will help you to feel more comfortable. You might also find it useful to walk a few steps to your right or left.

Remember, the speaker first establishes eye contact with the audience. If you don't even see them, you can't expect them to see you. Eye contact holds the attention of the audience. If you don't even see them, you can't expect them to see you.

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Research has shown that the speaker who looks at the audience is better liked and more persuasive. Eye contact holds the attention of the audience. If you don't even see them, you can't expect them to see you.

The second technique for loosening up is to walk a few steps to your right or left. This will help you to feel more comfortable. You might also find it useful to walk a few steps to your right or left.

podium microphone, you might want to try getting out from behind that hideous contraption. Anyway, don't you want to show off the set-up?

new weeks! About a year ago, you might find it useful to walk a few steps to your right or left. This will help you to feel more comfortable. You might also find it useful to walk a few steps to your right or left.

Eye Contact

The manner in which eye contact is interpreted varies from culture to culture. In the United States, you are expected to make eye contact with the audience. If you don't even see them, you can't expect them to see you. Eye contact holds the attention of the audience. If you don't even see them, you can't expect them to see you.

A final word on body movement: too much movement is distracting. A few steps to your right or left is all you need. Eye contact holds the attention of the audience. If you don't even see them, you can't expect them to see you.

Gestures

Your gestures consist of your hand and arm movements. They are used to emphasize important ideas. Avoid looking at your notes. The speaker first establishes eye contact with the audience. If you don't even see them, you can't expect them to see you.

Facial Expression

Facial expression is the best way to convey emotion. A smile is a good sign. Avoid looking at your notes. The speaker first establishes eye contact with the audience. If you don't even see them, you can't expect them to see you.

These and other techniques can help you to deliver your speech more effectively. Remember, the speaker first establishes eye contact with the audience. If you don't even see them, you can't expect them to see you.

More than 2,000 years ago, Lao Tzu said, "It is not wise to rush about. Controlling the breath causes strain." Did you know that when you're

facial expressions and habits are one of the most difficult movements to change or modify, primarily because we are so unaware of them. Like the sound of our voice, our facial expressions have a life of their own. We can view ourselves in a mirror, a photograph, or even in a videotape. If these are indeed your faces, so our faces are literally strangers to us.

If you want to try something really unusual, start at your face in a mirror for five minutes. With a looking away. No one

feels

make a neutral face for a minute. Then, smile. This smile may sound like a few seconds of staying in a neutral face. What are you anyway?

What are you doing?

Here's one specific suggestion for your facial expressions while you give your speech. Smile. This smile may sound like a few seconds of staying in a neutral face. What are you anyway?

pass out. Just slow down your breath.

Smile during the first three seconds you're in front of your audience. As you get your position centered. Even if you are going to present a very somber piece, you can still invest three seconds for smiling. I'll relax

center of your posture during the first

life, but you're speaking. I give as well. express a variety of emotions during the remainder of your talk.

to drink a small amount of water.

Vocal Characteristics
There are six important vocal characteristics that you can work on the rest of the day. Give your audience the best you have. This is not therapy; it's your speech, your gift to the audience. Make it a good one! End of

to be either to your speech. Pause to exhale completely. This will seem like

10 to 30 words per minute. The average speaking rate is about 100 to 150 words per minute. If you speak too quickly, you make it difficult for your

front of those people, but it will save

audience. If you speak too quickly, you make it difficult for your audience to understand. If you speak too slowly, you make it difficult for your audience to follow. Find a comfortable rate for you.

front of those people, but it will save

die slow about your speech. It's important you come through an intense and phrases. It's like when you're in a car and you're driving

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intense and phrases. It's like when you're in a car and you're driving. It's like when you're in a car and you're driving. It's like when you're in a car and you're driving.

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Did you sound enthusiastic or dead? See how helpful this \$20 recorder can be in your speech practice regimen!

Evaluating Your Speech

Before you deliver your speech to an audience, evaluate one of your practice speeches for content, organization, and delivery. Your practice speech can be videotaped for your viewing, or have a friend watch your practice session. Either way, have your friend or yourself complete the evaluation form that follows. Don't limit yourself to the objectives con-

is asked to critically evaluate your speech before you present to your audience.

Speech Day Checkout

On the day of your talk, practice your speech one time all the way

through. Take a hot shower and eat a heavy meal. Smell good for yourself, if for nobody else. Don't eat a heavy meal or really greasy food three hours before you're scheduled

to speak. Arrive early to the auditorium or room, so you can get a feel for the layout, the atmosphere, the podium, and the microphone setup. Also, find out where the

restroom is, a few minutes before you need it, and where you will be standing before you speak. Do all this before people begin arriving. As you speak,

try to keep yourself. This is not the time to be nervous. Keep to yourself, and begin breathing deeply and evenly from your stomach. Glance over your key-word note card once more. Wait

until your name is announced. Then slowly get up from your seat, breathing evenly and deeply, as the applause fills your ears. You're now ready to walk to the podium. Aren't you glad you practiced? H

And remember to breathe from the stomach, deeply, evenly.

Be Gentle on Yourself
No matter what happens—be gentle on yourself. It's only a few hundred years from now, it won't matter all that much. What counts is how