



Presentations and Public Speaking – Not to be Taken Lightly



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Why Aren't We All Great Speakers

- **Know your subject**
- **You get up in front of the audience**
- **Say the words**
- **Tell a joke**
- **Leave a good impression**
- **Be Great**



Public Speaking is

- **Stressful**
- **Social Situation**
- **Challenging**
- **Can't learn it by reading a book**
- **Not the same as doing the same speech in front of your cat**



There Are Many Elements

- **Stage Time**
- **Preparation**
- **Write Your Speech**
- **3 Pillars of Speaking**
- **Organization**
- **Gestures**
- **Tell a Story**
- **Eye Contact**
- **Humor**
- **PowerPoint**



Stage Time, Stage Time, Stage Time

- **Public Speaking is a skill, not information**
- **Small Steps**
- **Repeated practice**
- **Feedback**
- **Audio Recordings**
- **Video Recordings**
- **Organizations to Join**



Organizations To Join

- **Toastmasters International**
- **Dale Carnegie**
- **National Speakers Association**
- **University Classes**
- **World Champions of Public Speaking**



Story of a World Champion





Adequate Preparation

- **Know your subject**
- **Go to your sources**
- **Take the Time to Research**
- **Do your work ahead of Time**
- **Have more material than you need.**
- **There is nothing worse than not being prepared.**
- **Get there early to know your space**



Write Your Speech

- **It is a Pain**
- **Why do it if you know the subject**
- **It prepares you**
- **You select those wonderful words**
- **You rehearse with the text**
- **You deliver without the text**
- **You don't have to be perfect**



Know Three Pillars of Public Speaking

- **Kinetic**
- **Emotion**
- **Knowledge**
- **The great speakers have a high quotient of all three**



Great Speakers

- **Winston Churchill**
- **John F. Kennedy**
- **Martin Luther King**
- **Ronald Reagan**
- **Bill Clinton**



Be an Organized Speaker

- **Introduction**
- **Body**
- **Conclusion**
- **Use the same sentences in introduction and conclusion**
- **Don't let your audience be guessing what your message was supposed to be**



Gestures and Movement

- **Take Steps**
- **Don't walk aimlessly, back and forth**
- **Know what to do with your arms**
- **Know your neutral position**
- **Watch overusing one arm**
- **Pay attention to your audience, don't neglect one side or the other**



Tell A Story, Make A Point

- **Just information is dull**
- **Stories bring information to life**
- **Take you from dull to fascinating**
- **Enlivens you**
- **You become more animated**



Eye Contact – Who is it Really For?

- **Work the crowd**
- **Do not bounce around**
- **Rather, pick a person – make a connection**
- **Move to another person, do the same**
- **If someone looks like they hate you, move on**
- **If the audience is tough, pick the friendly faces.**



And Consider

- **Mingle with audience before your presentation**
- **Even be at the door**
- **That means get there early**
- **This is part of preparation**



Humor

- **Telling jokes – is this a good idea**
- **Danger of not telling it right**
- **Danger of not being funny**
- **Learn to be funny**
- **Be natural, be yourself**



Avoid

- **Sex**
- **Politics**
- **Religion**



Beware of Death by PowerPoint

- **PowerPoint is a Great Tool**
- **Helps the audience**
- **Helps you, the speaker**
- **The business communication tool**
- **And great for GoToMeeting.com**
- **However**



Some Speakers

- **Over rely**
- **Turn back on audience**
- **Read the information**
- **Put their audience at risk with over use of laser pointers**



The Experienced Speaker

- **Uses the laptop screen**
- **Uses a remote**
- **Turns off the screen, when needed**
- **Uses photography, videos, art**

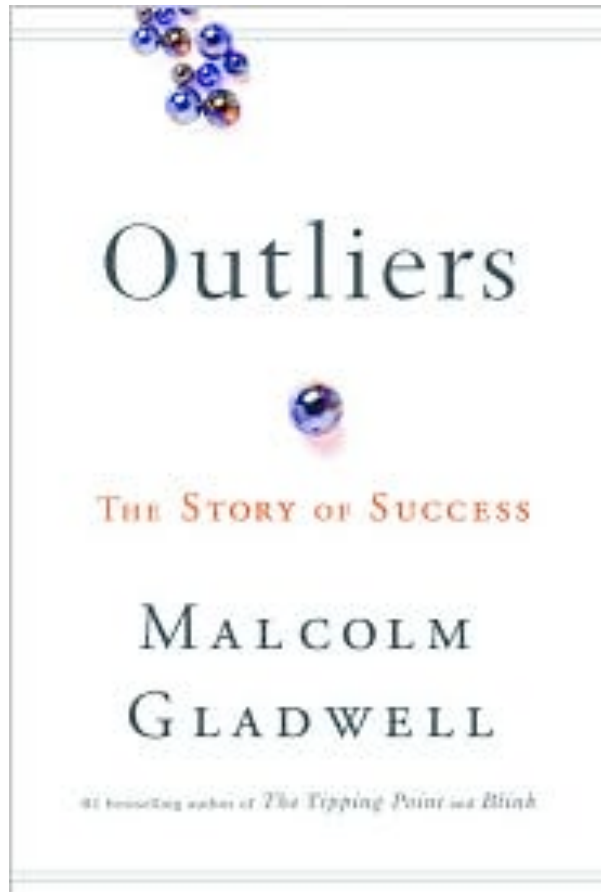


Why Aren't We All Great Speakers

- **It Takes Practice**
- **Many of aren't willing to make the effort**
- **Three components of public speaking development**
 - **Prepared Speeches**
 - **Critical Evaluations**
 - **Off the Cuff Rehearsal**



Outliers – Michael Gladwell



10,000 Rule

Stage Time, Stage Time