

Secrets for Giving Powerful and Passionate Presentations

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Basics of Public Speaking

- Be yourself and be conversational.
- Be involved in a purposeful conversation with someone you genuinely care about.
- Don't let the size of the group change your approach.
- Go for the heart of the audience.
- Put yourself into your talk.
- The audience will see your sincerity.
- A speech is more than ideas-it is sound, music, rhythm, and poetry.
- If you ask your friends how you could be more effective and comfortable giving a talk they will usually say...Just be yourself.
- Enthusiasm-you are selling a concept, a product, yourself.
- Your audience will buy your sincerity, your integrity and your energy.
- Your job is to make the audience feel, to move the audience, not just to have them think.
- Pretend you are talking to your best friend.

Effectiveness of You As A Speaker

60%-what your body says
30%-what you sound like
10%-what words you speak

The power behind your body language, your voice and your words is your authenticity.

Authentic people have at least these qualities

1. Attentiveness-nonjudgmental, enjoys interacting, calm, centered
2. Responsiveness-intuitive, empathetic, vulnerable
3. Decisiveness-own their opinions, assertive, clear, efficient, good eye contact

Speak with passion! All of us are passionate about something. Find some truth in what you are saying and let it power all your words.

The art of being convincing...is being convinced.

Know Your Subject

- Speak about topics you know well.
- Speak about topics of which you are passionate.
- Make the talk personal-fill it with personal stories.
- Tell a story-everyone loves a story.
- Take your audience on a journey-from beginning to end-make it easy to follow-have one major objective...what do you want your audience to do or to feel as a result of your talk?
- Tell your audience at the onset what you want to accomplish, don't make them guess.
- Practice-practice-practice.
- “ A good impromptu speech takes about three weeks to prepare” (Mark Twain)

Know Yourself

- Don't think you know it all-you don't!
- Laugh at yourself!
- Be enthusiastic!
- Have fun!
- You are not the star...you are the guide.
- Humble...vulnerable.
- Be yourself
- Does the subject about which you are talking move you...does it make you feel good, does it free you, does it touch you?
- It should not make you anxious.

Challenges of public speaking versus casual speaking:

The fears-

1. The fear of being **isolated** from the audience.
2. The fear of the responsibility of having to **satisfy** all of the people
3. The fear of **being judged** too harshly.

To combat these fears one must:

- Find ways of being ONE with the audience so that you are not isolated
- Don't try to satisfy everyone so that you will not have this fear of responsibility
- The audience is on your team! Don't fear being judged harshly
- Just be yourself and speak from your heart and acknowledged the right of others to feel differently than you do
- Speak to be effective
- Be joyful! Think of what a gift it is to have the stage!

Know Your Audience

- Make your audience feel safe-let them know the agenda, the Emergency Exits, the breaks and where the bathrooms are.
- Shake some hands in the audience...get to know them.
- Create a WE with them rather than an I or a THEY
- Share with your audience
- Explore with them together
- Talk to your audience, one person at a time
- Don't talk to the ceiling, the floor, to your notes or to the visuals
- Send positive energy...your audience wants you to succeed
- Endow your audience as being your friends
- Know where your audience is coming from, their interests and beliefs, skepticisms and their backgrounds.
- Know how you fit into the entire program and who is introducing you.
- Have a prepared introduction for the introducer to read
- Think about how you would like your audience to feel as they listen to you
- Focusing on your audience will help to take away your nervousness (if you are nervous) and will relax you.

The art of acting is making the other person important to you. In the same manner, the art of giving a good talk is making your audience important to you.

Know The Space

Make the space in which you are speaking friendly. Arrive early. Know the setting... whether it is a large or small room. SEE the stage and try not to use the lectern. Check out the AV equipment and the lights and the microphone. Meet the AV staff and know their first names. Know a bit about the history of the room if it is appropriate. Rearrange chairs...semicircles are very comfortable and friendly. Touch things in the room to make them friendly to you.

Physical Aspects of The Speaker-Body/Voice

Focus on one audience member at a time. Don't scan. Find a few friendly faces.

- Be animated
- Have a relaxed body. Smile! Enjoy!
- Don't use the lectern to protect you or, if it is possible, don't use it all. It is a barrier between you and the audience
- Dress casually if this is appropriate
- Align your body...energy should be up and should be forward...square up and talk directly to someone, with your hands above your wrists.

Vocal Interest

- Monotonous speech-listeners tune out
- Modulation-creates listener interest
- Slow is fast- speed kills
- Speak to be heard
- Perhaps the most powerful form of oral punctuation is the...Pause
- Talk slowly and softly...talk louder...and faster...vary these
- Remember...Pitch, Punch and Pause

Worst Case Scenarios-Your Worst Fantasies

What's the worst thing that can happen to you in giving a talk?
Imagine that happening. See how you feel. Plan for those times.
Then relax and enjoy!
Don't get disappointed if your audience is too small, too large, if you've lost your slides or if someone in the audience vehemently disagrees with your statements. Plan for these possibilities and have alternative plans.

What To Do Just Before You Go On

- Know that you are knowledgeable
 - Know that you have practiced your talk
 - Know that you have made the environment friendly to you
 - Take command of the stage
 - Endow the room as being a place you love being in (perhaps a meadow on a summer's day)
- Be yourself!
TALK WITH PASSION!

Introduction

When you are introduced-wait a beat-scan the room, eyeball to eyeball with someone or someone's in the audience-pick a friendly face or faces and deliver the grabber and...**TALK WITH PASSION!!!**

The Grabber

A powerful opening statement hooks the audience. The Grabber is often the first thing out of the speaker's mouth. The best grabbers are related to the speaker and the audience. Memorize the grabber. Deliver it looking at the audience right in the eye.

An example of grabbers may be:

“December 7, 1941 is a day that will live in infamy.”

Notes