

TRIO

Are you afraid to speak in front of a group?

Do you avoid situations where you might have to speak in public?

Do you sometimes have something you want to say, but are too shy to speak?

If you answered yes to any of these questions, you may want to work on your speaking and presentation skills.

To deliver an effective presentation, you must have content worth listening to—and be able to present the material with confidence.

EXERCISE ONE: Read the tips below and check the appropriate box—how often do you use them?

	ALWAYS	SOMETIMES	NEVER
Use props, handouts or visual aids when giving presentations			
Prepare note cards that contain only key words or phrases in large text			
Speak with enthusiasm, inflection, loud enough for the room			
Avoid speaking too quickly or too slowly; don't mumble			
Minimize how often you use "fillers" like <i>um, so, and, or but</i>			
Time your presentation to make sure it's correct in length			
Avoid memorizing word-for-word			
Practice in front of friends; ask them to give you feedback on content, pace, tone, etc.			
Take extra care with your appearance on the day of your presentation			
Walk and stand tall, breathe normally and smile during the presentation			
Make eye contact			
Use a conversational tone; pretend your conversing with a friend			
If you get flustered, you pause and take a breath			

Circle the techniques that you sometimes or never use but you plan on using them in the future.

EXERCISE TWO: Sometimes it's fun to learn what *not to do*. Watch the three-minute video below.

<https://youtu.be/S5c1susCPAE>

EXERCISE THREE: Prepare and organize. For every presentation you give, answer these questions:

- Is the purpose of your presentation to inform, persuade, demonstrate, or something else?
- How long does the presentation need to be?

- Can you choose your own topic? (If so, choose something you're familiar with or something you want to learn more about.)
- Think about the audience. How much do they know about the subject? What information will they find most interesting and useful?
- When the audience walks out of the room, what three important points do you want them to remember? Be sure you mention those points at the closing of your presentation.
- What props or visual aids would be appropriate?
- Have a clear beginning, middle, and end, just like a good essay.
 - Begin with something that will get everyone's attention—a personal story, a humorous quote, or an interesting statistic.
 - End with a thought-provoking story, quick summary, quote, or question.
- Put yourself in the audience's shoes; why should they care about your topic? How does it affect them?

EXERCISE FOUR: Watch the three-minute video below.

<https://youtu.be/fAnjk3GkGtg>

What suggestion will you put into action the next time you give a presentation?

Glossophobia is the fear of public speaking. If you're afraid of speaking in public, you're not alone. Most public speakers get a little nervous before a presentation.

Some tips for overcoming anxiety

- *Adequate preparation is the best way to reduce anxiety. Practice the presentation over and over. Rehearse it in front of others and consider recording or videotaping yourself.*
- *Visualize success. In the days before you give the presentation, visualize yourself being relaxed and confident, successfully delivering your presentation to an appreciative audience.*
- *Before you get up to speak, take a deep breath and let your body relax.*
- *If you make a mistake or stumble, don't worry and don't comment on it. Just go on.*
- *Remember--the audience is rooting for you.*
- *Your role is to convey information. Focus on that and you'll think less about being nervous.*
- *Congratulate yourself for what you do well, and know that with every presentation, you will get better.*
- *Visit with someone at the FLC Counseling Center for some helps with overcoming this anxiety.*

EXERCISE FIVE: Watch this seven-minute video about how to overcome a fear of public speaking.

<https://youtu.be/ZArc5WTqppc>