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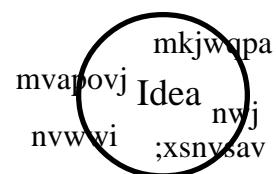
*Program Websites:*  
www.sizemoreseminars.com  
www.retiresassy.com  
www.mybridalchatter.com

**Blog:** www.imottahere.wordpress.com

**Program subjects include:**  
Public Speaking for the Fearful,  
Web Mastering for the Beginner,  
Photography Shutter Tips  
Retire Sassy

***Where to Start***

- 1) Write your own introduction, so that it is relative to your audience.
- 2) Research and collect all the data possible about your subject before writing your speech.
- 3) Create an outline of the subject matter to help organize the order of your content.



Free Wheeling Circle

- 4) Write short paragraphs about each thought, topic or concept that you want to share with your audience.
- 5) Read paragraphs out loud and hear how they sound. Does it sound effective?
- 6) Understand your audience. Put yourself in the shoes of your audience. Give them the information they want, not just what you want to say.
- 7) Know your subject. NEVER accept an invitation to speak on a subject, with which you know nothing.
- 8) Write for your ear. Rehearse your presentation outloud.
- 9) Record your presentation to do an audio edit.
- 10) Practice, practice, practice.

***Body Language***

- 11) Stand firmly on both feet, don't stand just on one foot and then the other.
- 12) Stand tall, shoulders back and head held high.
- 13) Hair and general grooming should be at best.
- 14) Watch hand use, let them flow naturally.
- 15) Empty pockets/remove bulges from clothing. Keep hands out of pockets.
- 16) Establish eye contact.
- 17) Remember to smile often, or if serious subject, find levity.
- 18) Breathe deeply from you diaphragm.
- 19) Don't stand in one place, move around, on the other hand, don't prance around too much. The audience will think they are at a tennis match!
- 20) Relax. Learn a few exercises before you start your presentation; this will help your butterflies to fly in formation.
- 21) If you are quiet or shy, try to be more animated. If you are highly animated, monitor motion to make sure that it doesn't interfere with your message.
- 22) Watch out for gestures that might distract from your message.

***Speakers are not born,  
they are groomed***







## Room Set Up

23) Arrive early to become familiar with the room where you will speak. Test microphone by speaking, NOT HITTING IT OR BLOWING INTO IT.

24) If using visual aids, make sure they support your subject and are truly needed.

25) Practice speaking with your visual aid.

26) If you bring your own AV equipment, make sure you have all the cords, bulbs necessary.

27) If using powerpoint, make sure that the presentation is cued properly.

28) Use an electronic pointer, instead of showing your back to the audience, as you point or touch the screen.

29) Record your presentation during your session. This will give you a great reference for future projects.

30) Have someone else assigned to change the slide, so you won't interrupt your presentation flow. Or use the Powerpoint timer for slide transition.

## Other Thoughts and Ideas

31) Have three exercises in mind to help break up the pace of your presentation. If the exercises include roleplay, practice with a friend or co-worker.

32) Design catch phrases, or quotable quotes.

33) Use case studies and personal experience stories to support your concepts and data.

34) If someone falls asleep, as you are presenting, stop talking for a few seconds, the silence awakens them.

35) Don't ignore hecklers. Always recognize that they are in the audience, then go on, you do not have to give them the floor, nor do you have to enter into an public argument. Many times the audience will take care of a heckler on their own!

36) Does your subject matter include certification and need a personalized certificate.

37) Create your own evaluation form, if there is not one provided.

38) Design handout and decide how you will use it. Some allow an audience to use it at the beginning, while others hand it out at the end of the presentation.

39) Time your presentation so that you know you are within time. Never speak longer than scheduled.

40) Use your nervousness to your advantage; allow it to add spice to your presentation technique.

41) Use an educated vocabulary, but not above your audience level of understanding. Remove all jargon from your presentation.

42) If you are going to reuse the presentation, make sure it is updated.

43) Have a glass of water available, in case of need.

44) Speak with authority. Don't be pompous, but know your subject matter.

45) Don't fidget. If the audience is asking a question don't fidget, as this will distract from your interaction.

46) Ladies, don't wear jewelry, such as long dangling earrings, it could distract.

## Keep the Audience Attention

47) Invite comments and questions.

48) Use pregnant pause.

49) Change delivery routine, by asking questions or using a learning exercise.

## Evaluation

50) Record yourself during practice sessions. Listen to the session with your eyes closed. Edit your verbal comments after listening.

51) Have co-worker or friend sit in the back of the room. They can evaluate your entire presentation from the back of the room by getting the whole picture.

52) Vary your vocal delivery by sound, volume, variety of tone.

53) Look out for interrupters: ahs, ums.

54) Speak in complete sentences.

55) Have fun, enjoy the moment.

# Evaluation Form

Vocal Volume

Vocal Variety

Eye Contact

Hand Gestures

Body Language

Body Stance

Audience Attention

Catch Phrase(s)

Vocabulary

Listen for UMs and AHs, etc.

What worked? What didn't work?

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_

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