



Notes

- Write your notes in large writing for easy reading.
- Leave a wide margin for notes to yourself.
- Leave pages unstapled for easier handling.
- Highlight and mark your script to guide your speech.
- Check the lighting of the podium to be sure you can read.

When speaking

- Check to be sure you are situated correctly in the room with the projector, screen, microphone and audience.
- Take a deep breath and pause before beginning.
- Speak loudly and clearly.
- Make eye contact with the audience from time to time. If you are nervous, look just below or just above the eyes.
- Stay within the presentation time provided by the organiser.

When you are answering questions

- Remain friendly, calm and confident.
- Answer questions briefly and as clearly as possible.
- Remember that you do not always have to know everything. You can say *“I will have to check that out for you”* or *“I don't think I am the best person to answer that question”*.
- Avoid allowing one person to dominate the questions by moving on: *“Thank you for your interest. I'll be glad to talk to you about your concerns after the meeting. Right now let's see if anyone else has questions for the group”*.

When you are finished with your presentation

- Thank the audience for their attention.
- Remain long enough to give individuals an opportunity to talk with you.
- If appropriate see to it that arrangements are made for distributing information and/or resources.

After the event

- Think about how the presentation went and note things that worked well and things you might do differently next time -you learn something every time you do a presentation.
- Create an opportunity to talk about how you felt and things you may have been comfortable or uncomfortable with. This will help when planning the next public speaking opportunity.

For more information visit: www.mindframe-media.info