

Delivering Your Presentation: Tips for Success

It is important to remember that even the best content will fail to have the desired effect on the audience if the delivery is flawed. You must be able to present your information as you would like to be presented. It is important for you to make as many errors as you can while practicing with making sure the room is as well as possible. You should also make sure that you are organized.

- There is no substitute for practice! This will help you gain confidence, thereby reducing your speech anxiety. It also will familiarize you with your own content and make you better able to adapt to the situation if needed.

Be aware of your nonverbal communication as well as the words you are saying. Your gestures, facial expressions, and posture are all part of your communication. Practicing with a friend or in front of a mirror can help you become aware of your nonverbal communication.

Remember to always look at your audience. Do not look at your notes or the floor. It is important to make eye contact with your audience. If you are looking at your notes or the floor, your audience will not be able to see you. You should also be aware of your posture. You should stand with your feet shoulder-width apart and your arms at your sides. You should also be aware of your facial expressions. You should smile and be friendly.

Remember to always be professional. You should dress appropriately for the occasion. You should also be aware of your tone of voice. You should speak clearly and at a moderate pace. You should also be aware of your volume. You should speak loudly enough to be heard by everyone in the room.

The following reading provides some guidelines for effective delivery. It is an excellent resource for anyone who is preparing to give a presentation. *The natural speaker* (2nd ed.), Boston: Allyn & Bacon, 1990.

DELIVERING YOUR CREED

being course

Mike enrolled in a public speaking course during his first winter at the University of California at Santa Barbara. As a college freshman, he was surprised to discover that the vast majority of students in the class were seniors who had avoided the public speaking course until their final year of college.

There was one senior in the class named Ron, who spoke with authority. God had a plan for him. He spoke with a deliberate and strong Mike would sit mesmerized by the sound of his voice. Ron would stand before the crowd, a most rationalist, only the slightest twist of his wrist or a subtle nodding of his head to accentuate a point or ease the audience into his next thought. What Mike now had a true role model.

Ron practiced his craft every day. He was usually open-mouthed, trying to lower his voice to match Ron's deep resonant musical notes. As he practiced his talk, his body wanted to dance, as if during a two-step, but Mike restrained his movements. He could never copy Ron's fluid and artful hand gestures and poising. He was speaking and moving just like Ron. He was working.

Mike's third speech, however, was a bomb. He didn't really know what had happened that morning in class when he got up to speak. His voice was deep like Ron's. His posture was majestic like Ron's. And his gestures were as relaxed as any Ron's. In fact, Mike

was Ron. But what he didn't know was that Ron had been in the class since the beginning and had been watching Mike practice. He was Ron. But what he didn't know was that Ron had been in the class since the beginning and had been watching Mike practice.



More than 2,000 years ago, Lao Tzu said, "It is not wise to rush about. Controlling the breath causes strain." Did you know that when you're

facial expressions and habits are one of the most difficult movements to change or modify, primarily because we are so unaware of them. Like the sound of our voice, our facial expressions have a life of their own. We can view ourselves in a mirror, a photograph, or even in a videotape. If these are indeed our faces, so our faces are literally strangers to us.

If you want to try something really unusual, start at your face in a mirror for five minutes with the following away. No distractions. No one

What are you doing?

make a neutral face for 30 seconds. Now smile for 30 seconds. Now a few more inches of staying. Now a few more inches. Now are you anyway?

Here's one specific suggestion for your facial expressions while you

pass out. Just slow down your breath

after each three-second interval. This will save

center of your chest during the

Some during these three seconds you'll be in a poor posture

What are you doing?

somber color, you can still invest three seconds for smiling. Don't relax

What are you doing?

life, but you're speaking. It says as well

What are you doing?

express a variety of emotions during the remainder of your talk

What are you doing?

Vocal Characteristics

What are you doing?

There are six essential vocal characteristics that you can work on the rest

What are you doing?

of the day. But give your audience the best you have. This is not therapy; it's your speech, your gift to the audience. Make it a good one! (End of

What are you doing?

speech) **Words per minute** The average speaking rate is about

What are you doing?

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