

5 key stages to improve your presentations and public speaking

- 1. PLAN YOUR MESSAGE**
- 2. PRODUCE YOUR VISUAL CONTENT**
- 3. PREPARE YOURSELF**
- 4. PERFORM IN FRONT OF AN AUDIENCE**
- 5. PREDICT QUESTIONS AT THE END**

Planning your message

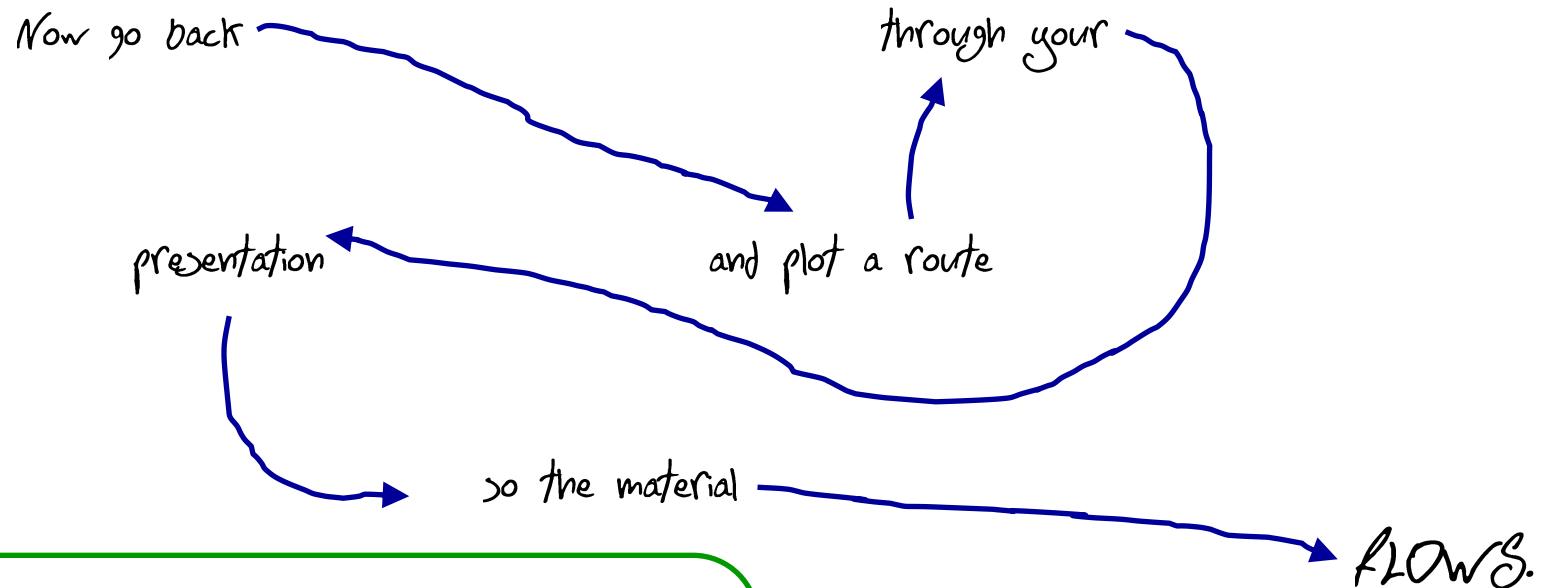
What is your subject / title?

Generate as much information on your subject as possible below

Planning your message



Put a star next to areas of your speech where extra research is needed.



**What is
your
core
message?**

Planning your message



Mark on your plan the places where you are going to repeat your core message.

Good cue cards contain the key words not everything you intend to say.

Slide number: 4

Title : Example cue card

Opening line: Little cards you can hold on to

Key words: Cards, lost, core message

Next point: The real secret

You can find a template for your cue cards at:

<http://quickontheuptake.co.uk/resources>

TOP SECRET

Focus your presentation on what can you do for your audience?

Try not to moan or complain.

Provide your audience with solutions not just problems.

Remember parent-carer participation is about working in partnership.

Producing your visual content

Simple

Keep visual aids simple with good colour contrasts and simple fonts.



Use images and don't be tempted to use lots of slides with bullet points.

Once upon a time



Use characterisation to tell a story about an individual's experience.



**Rehearse
Rehearse
Rehearse**

Once you've developed your visual aids make sure you rehearse with them so they support your presentation rather than hinder it.



Preparing yourself

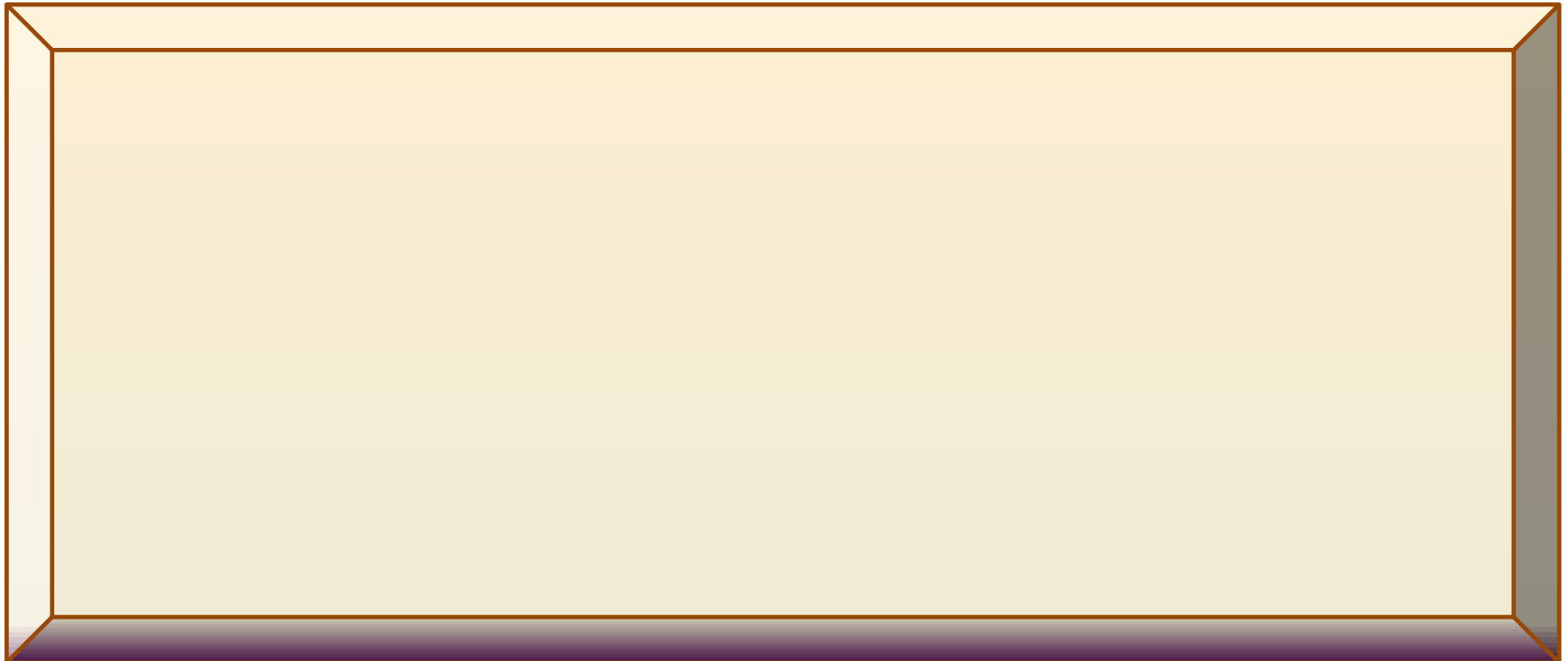
Make a list of what can go wrong below



STOP! Now go back to your list and work out what you are going to do if these things actually happen (that way you'll be prepared).

Preparing yourself

Write yourself a positive thinking statement below, e.g. *'I am going to enjoy this presentation.'*



Put this statement up somewhere you will notice it and read it out loud every time you look at it.

Preparing yourself

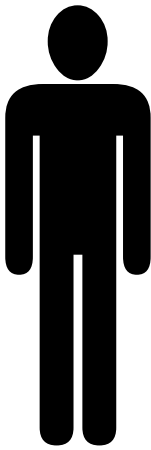
Don't forget to pack


- ☐ Your presentation
- ☐ Any presentation equipment you may need
- ☐ Back up presentation and handouts (in case technology fails)
- ☐ Bottle of water
- ☐ Tissues
- ☐ Small sewing kit / safety pins
- ☐ A clock or watch (in case you can't see one in the venue)
- ☐
- ☐

Preparing yourself

What are you going to wear?

Top half





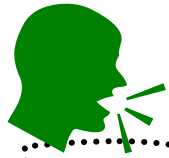
Bottom half

And what shoes?



Preparing yourself

Join the dots to magically reveal how best to prepare yourself



REHEARSE

The more you practise public speaking the easier it gets.

How do I rehearse?

- Out loud
- In front of friends
- On video

Don't just rehearse in your head,
you need to get used to your own voice

Performing in front of an audience

☒ **Face exercises**

Warm up before you perform in front of an audience. To do this pretend to chew a large, solid piece of gum.

☒ **Voice**

The phrases below are not tongue twisters but should be spoken out loud so each word is clear. Try repeating the phrases slowly without pausing:

- 'Red leather, yellow leather'
- 'Gig whip'
- 'He generally reads regularly in a government library rich in manuscripts, except during the month of February'
- 'The murmur of innumerable bees in the immemorable elms'

☒ **Breathing**

Controlled breathing greatly helps the sound and control of the human voice. The practice of deep, regular breathing not only helps with nerves but also controls the voice when you do start to speak. As you breathe in say, slowly to yourself '*I am*' and as you breathe out, say slowly '*relaxed*'.

☒ **Release energy**

Releasing the build-up of tension will help reduce nerves considerably. Deliberately tighten muscles, beginning at your toes and working up your body. When your body is clenched and tense, release the tension and breathe out. Do this exercise two or three times.

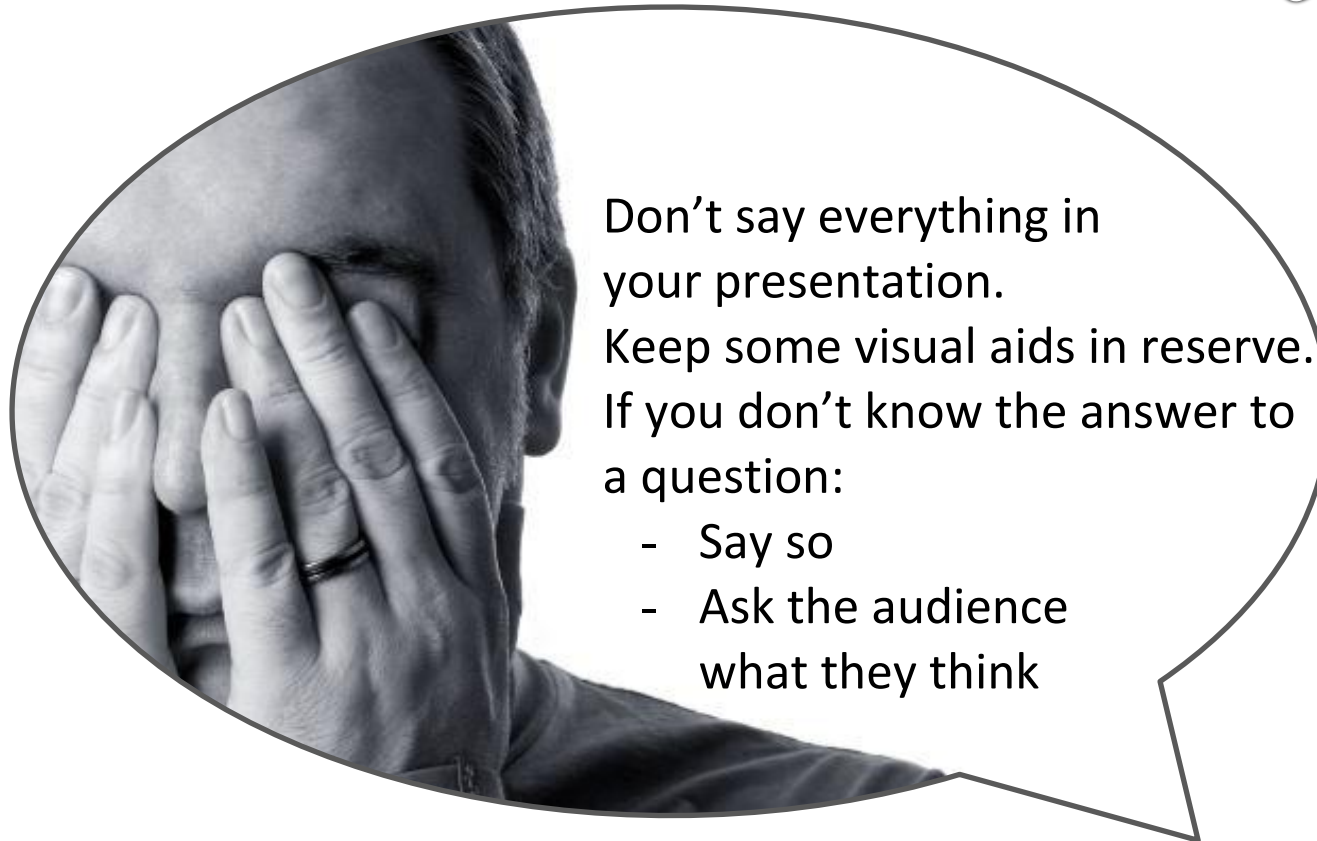
Remember: You've rehearsed, so just be yourself – your natural enthusiasm and passion for the subject will come across.



The Golden Rule

Keep to time. Never let your
presentation overrun

Predicting questions



You could always rehearse some good answers to questions you might be asked.



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Structuring specific presentations

Ideas for PowerPoint slides

Help finding good quotations

Translating dull financial data into presentable material

Making presentations more interactive

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