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
What is your subject / title?

Generate as much information on your subject as possible below
Put a star next to areas of your speech where extra research is needed.

Now go back through your presentation and plot a route so the material flows.

What is your core 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, last, 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.
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.

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

Once you’ve developed your visual aids make sure you rehearse with them so they support your presentation rather than hinder it.
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).
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)
What are you going to wear?

Top half

Bottom half

And what shoes?
Join the dots to magically reveal how best to prepare yourself

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.
Performing in front of an audience

The Golden Rule
Keep to time. Never let your presentation overrun
You could always rehearse some good answers to questions you might be asked.

Don’t say everything in your presentation. Keep some visual aids in reserve. If you don’t know the answer to a question:

- Say so
- Ask the audience what they think
Need more help from Dave Carr?

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- Delivering presentation skills training
- Structuring specific presentations
- Ideas for PowerPoint slides
- Help finding good quotations
- Translating dull financial data into presentable material
- Making presentations more interactive
- One to one coaching for that vital presentation