

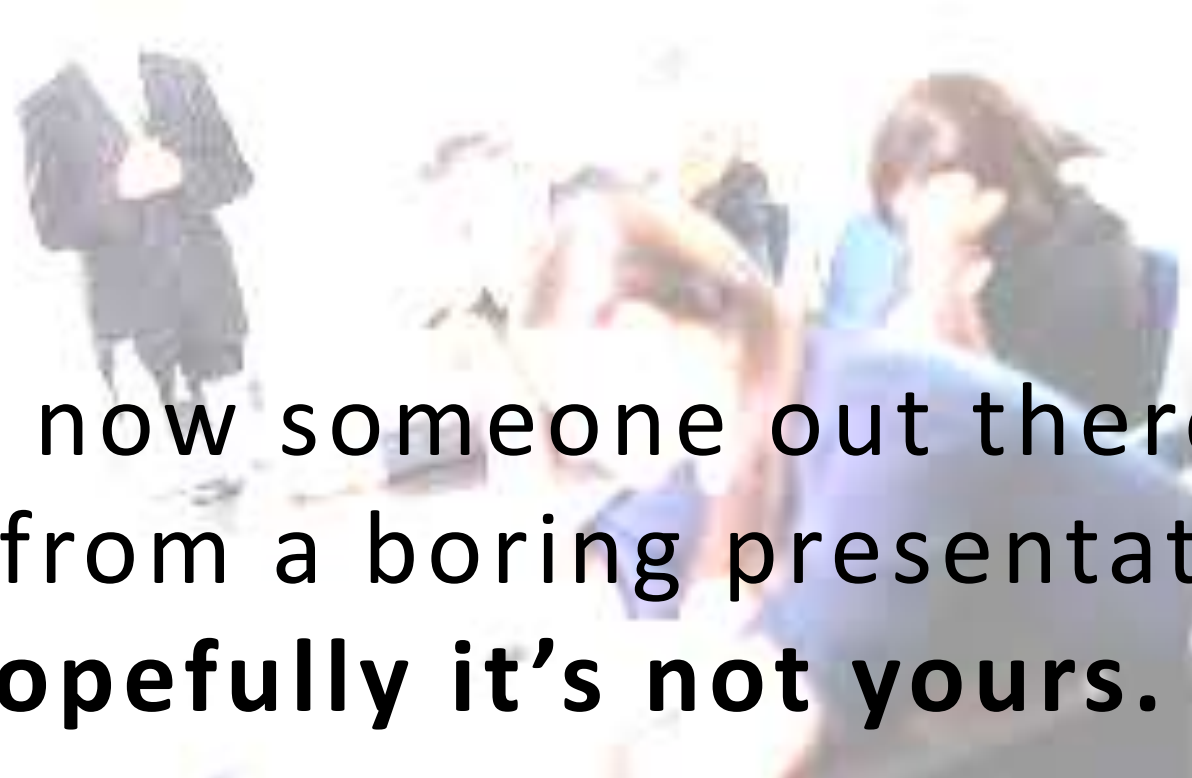
AM

of

**Public
Speaking**

Edris Khamissa

DEATH BY PRESENTATION



Right now someone out there is
dying from a boring presentation,
hopefully it's not yours.

your presentation should

**MOVE
AND
INSPIRE
PEOPLE**



What could go wrong...

A

Adrenaline pumping

B

Boomerang effect

C

Communication apprehension

D

Disinformation

E

Ers... Uhms...

F

Fear of failure



A ADRENALINE PUMPING

Athletes use adrenaline to propel them to achieve



The image features several blue boomerang-like shapes scattered across the background, some overlapping the text. The main title is 'BOOMERANG EFFECT' in a bold, black, sans-serif font. The letter 'B' at the beginning is significantly larger and is contained within a solid blue square.

B BOOMERANG EFFECT

An audience's hostile reaction to a speech advocating too much or too radical change.

B BOOMERANG EFFECT

- ✓ Remain calm
- ✓ Do not judge
- ✓ Address the issue only
- ✓ Look for areas of agreement
- ✓ Be clear, concise and stay focused

C COMMUNICATION APPREHENSION



Glossophobia: Anxiety or fear experienced before and during public speaking.



C COMMUNICATION APPREHENSION

- ✓ Recognise your fear
- ✓ Learn how to manage it
- ✓ When well prepared, your confidence level will raise dramatically, allowing you to control your nervousness

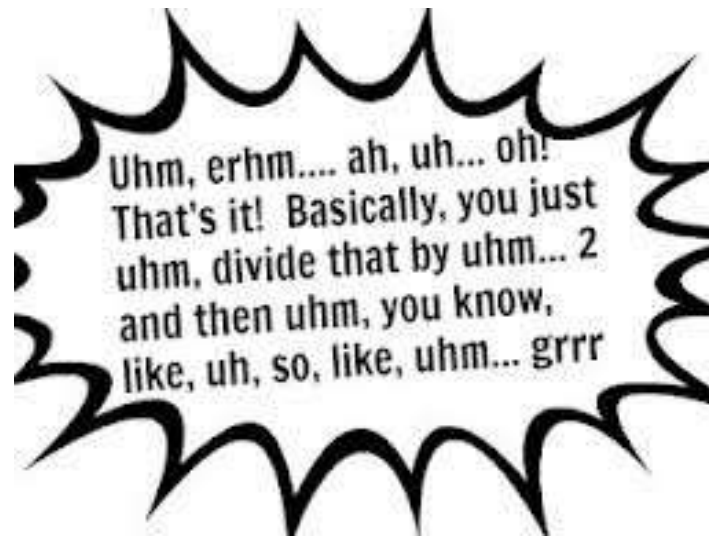
DISINFORMATION

Communication that offers what appears to be information, but that actually deceives listeners and impedes their understanding.

E Er... Uhm...

Filler Words

Filler words takes away from the forcefulness of your content and weaken your message.



E Er... Uhm...

Filler Words

- ✓ Relax
- ✓ Be less self-conscious
- ✓ Limit distractions
- ✓ Pause, Think and Answer
- ✓ Gesticulate: Use dramatic gestures to emphasize words

F Fear of failure

Channel the fear into positive energy and enthusiasm



If you **C**arry yourself well,
you project an image of:

Confidence

Credibility

Competence



Let your presentation thrive!



Be Outstanding



Be Interesting



Be Engaging



Be Memorable



Be Yourself!

Let your presentation thrive!

 **Be Organised**

 **Be Clear**

 **Be Direct**

 **Be Open**

 **Be Vocal**

 **Be Yourself!**

Be **Aware of:**

A Attendees

A Audience Attitude

A Audience's Familiarity with Your Topic

A Arena



Be Aware of:

Attendees



- Their experience, education, job or professional background, age, gender, ethnic background, cultural differences, and more.
- Do your listeners share common interests?
- What's their relationship to one another?
- What recent experiences, if any, have they had that could affect their readiness to accept your argument?
- What will your listeners expect from you? Do they have high expectations you may not be able to fulfill?
- Are their expectations realistic
- Are you prepared in any case to address those expectations?

Be **Aware of:**

A Audience Attitude



- **Acknowledge audience attitudes, biases, interests and concerns**
- **Is your audience likely to be friendly or hostile toward your point of view?**
- **If they hold positive views about your topic and your messages, you'll be focusing chiefly on reinforcing those views and reciting the benefits your listeners will receive.**
- **If they hold negative views, you will have to anticipate their objections and prepare your responses. You might start with points to get agreement from your audience, before moving to the more controversial parts of your presentation.**

Be **Aware of:**



****A** Audience's Familiarity with your Topic**

- **What do they already know?**
- **Address your listeners at the level of their existing knowledge.**

Be **A**ware of:



Arena

How big is the room and what equipment is available?



“Fight or flight?” - you aren't in danger



If using technology, be sure to test it and have a backup plan



Control nerves

A Act the Attitude. Accept fear

B Be prepared. Breathe to your belly

C Centre to Connect

D Drop voice to Diaphragm. Dangle arms, loosen up



**Try breathing and relaxation
before and during the session**



Keep audience attention...

B Body Language

E Energetic - remain energetic

E Entertain - entertain your audience

H Humour - include humour and wit

I Involve the audience in action
Interact with the audience

V Visual aids

E Environment - command your environment

S Story - tell a story



Body Language

P

Play - choreograph your speech

P

Practice different facial expressions

P

Presentation and appearance is important

P

Positioning - where you stand makes a difference

P

Pleasant - expression in the eyes

P

Posture - improve your speaking posture

P

Presence - establish your presence (hand gestures) – impacts audience receptiveness

Humour

A

Active listeners - audience keeps listening

B

Build climax - by giving them something to laugh at shows you are in control

C

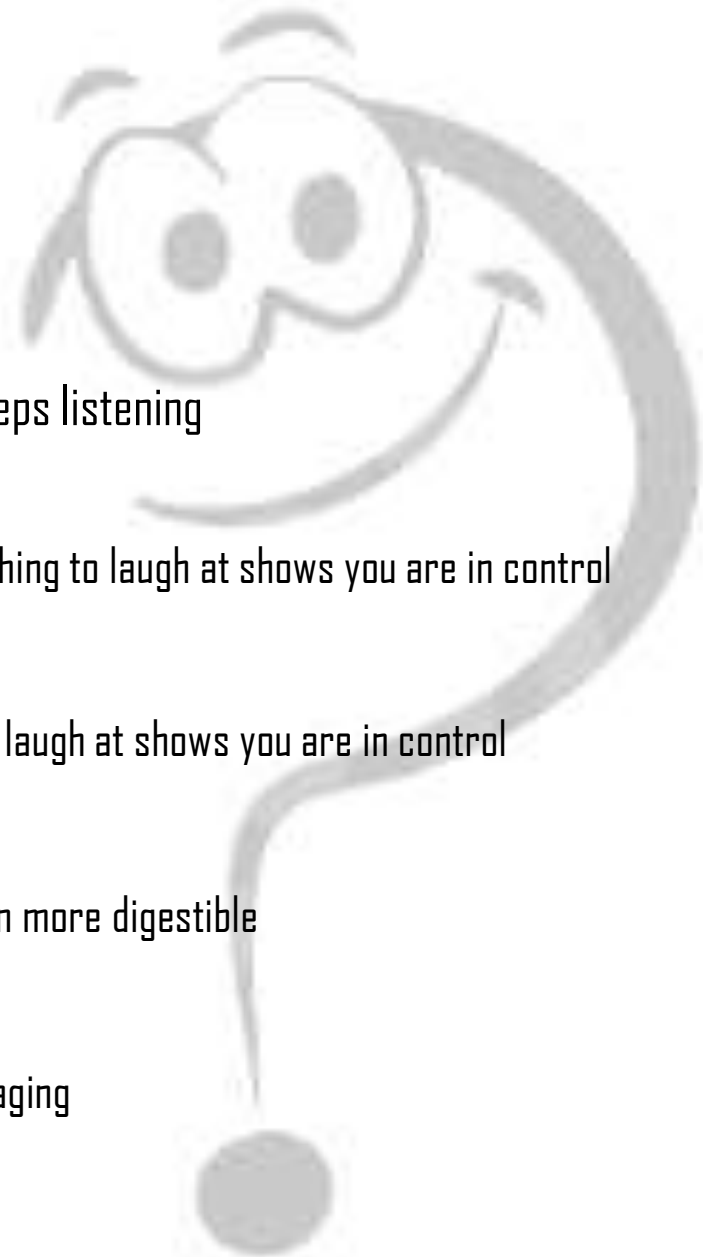
Control - by giving them something to laugh at shows you are in control

D

Digestible - makes your presentation more digestible

E

Eases tension - extremely encouraging



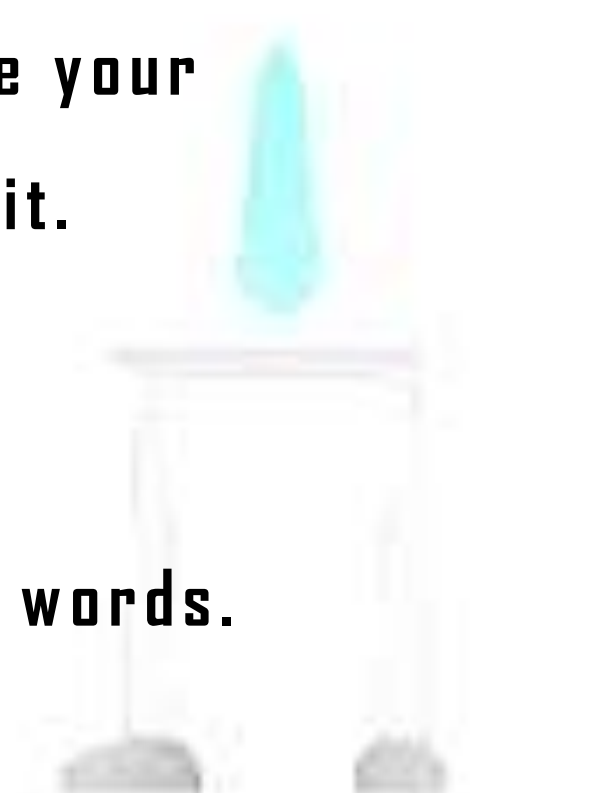
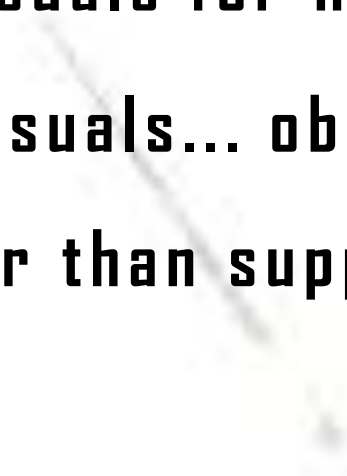
Keep visuals simple

Less is more



Visual Aids

- Design your visuals for maximum impact.
- Fully packed visuals... obscure your message rather than support it.
- Keep it simple.
- Keep it clear.
- A picture is worth a thousand words.



Visual Aids

Increase Audiences'

C Comprehension

A Attention

R Retention

D Direction

S Speed of understanding



Tell a Story

- Relevant to the experience and audience interests
- Short, 2-3 minutes
- Puts information into perspective
- Paints a picture



THINK before you speak

Is it **T** RUE?

Is it **H** ELPFUL?

Is it **I** NSPIRING?

Is it **N** ECESSARY?

Is it **K** IND?

ELEGANTLY

speak with vibrancy

EXCITEMENT

increase excitement

EMOTION

speak with emotion

ENERGIZE

use rhythm, build climax

EMPHASIZE

by pausing confidently

EYE CONTACT

hold eye contact

A Presentation is always ...

- A presentation, no matter how it's disguised.
- An opportunity for you to **showcase your ability, persuade your audience, or advance your career.**

To this....



Stand up,
speak up,
make yourself heard





Thank you