

MY VOICE AND HOW I PRESENT MYSELF



AIMS



This lesson will:

- Help you feel more relaxed and confident when speaking in front of people.
- Prepare you for giving a presentation.

OUTCOMES



At the end of this lesson you will be able to:

- Feel more confident about giving a presentation to an audience.
- Identify how you can engage with their audience while speaking.
- Identify tips for giving a presentation

Discussion 1:

Can you think of a time when you had to speak in front of a group of people?



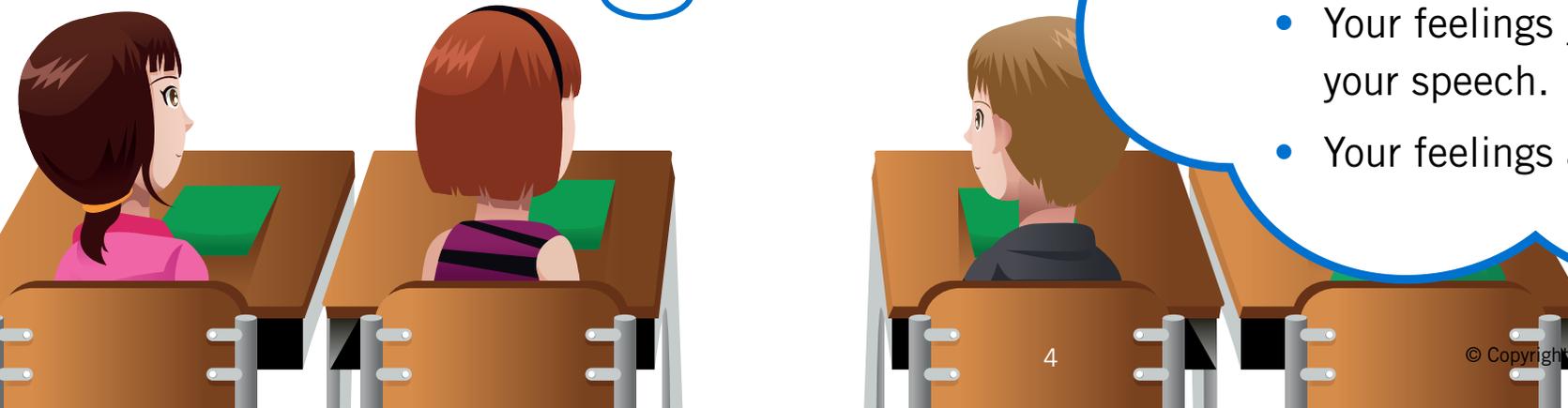
Discussion 2:

In pairs... can you answer the following:

If you were told you had to give a speech to the class, how would you feel?

Think about:

- Your initial feelings.
- Your feelings as you walk up to the front of the class.
- Your feelings just before you start your speech.
- Your feelings after.



CLASS FEEDBACK



HELPFUL TIPS



TIP 1: HOW TO STAND

- It's important to stand with the right posture.
- Stand with both of your feet on the ground (keep them still... this will keep you 'grounded').
- Space your feet about shoulder width apart (This should make you feel comfortable and stable).
- Make sure your shoulders are back, not hunched up behind your ears.
- By doing this you are standing tall, you are owning your full height and you are resonating confidence.

Be Careful!

- Don't stand with your feet too close together because this will cause you to sway or rock.

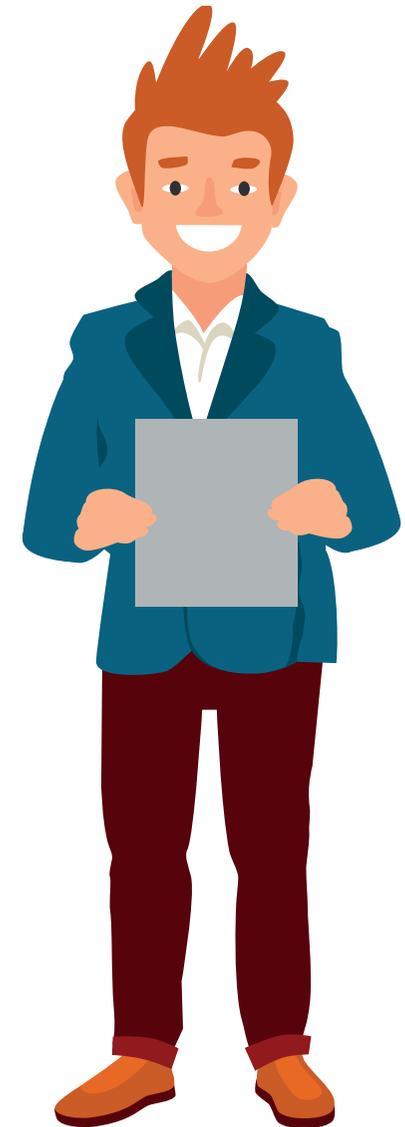


TIP 2: HOW TO HOLD MY NOTES

- Hold your notes at waist level and not in front of your face.

Be Careful!

- If you hold your notes in front of your face your audience won't hear you properly!



TIP 3: HOW TO RELAX

- If you find presenting difficult, it can be hard to be calm and relaxed about doing it.
- One option is to start by concentrating on your breathing. Slow it down and make sure that you're breathing fully. Make sure that you continue to pause for breath occasionally during your presentation too.
- If you can bring yourself to relax, you will almost certainly present better. If you can actually start to enjoy yourself, your audience will respond to that and engage better. Your presentations will improve a lot and so will your confidence. It's well worth a try.



TIP 4: HOW TO BREATHE

- Breathing correctly is very important!
- Before your talk practice deep breathing!
- Put one hand on your belly and one hand on your chest. Breathe in deeply, noticing which hand moves. Try to keep your chest steady and think about breathing into your stomach as you take in your breath. Then breathe slowly, like letting air out of a balloon.
- Once you take in that full breath, you might not know what to do with it. Instead of holding it in, use that breath to support your words, letting it out steadily while you are speaking.
- For the remainder of the speech breathe slowly in through your nose and out through your mouth.

TIP 5: SMILE

- A warm smile will show your audience that you are comfortable.
- Your smile will make you appear composed.

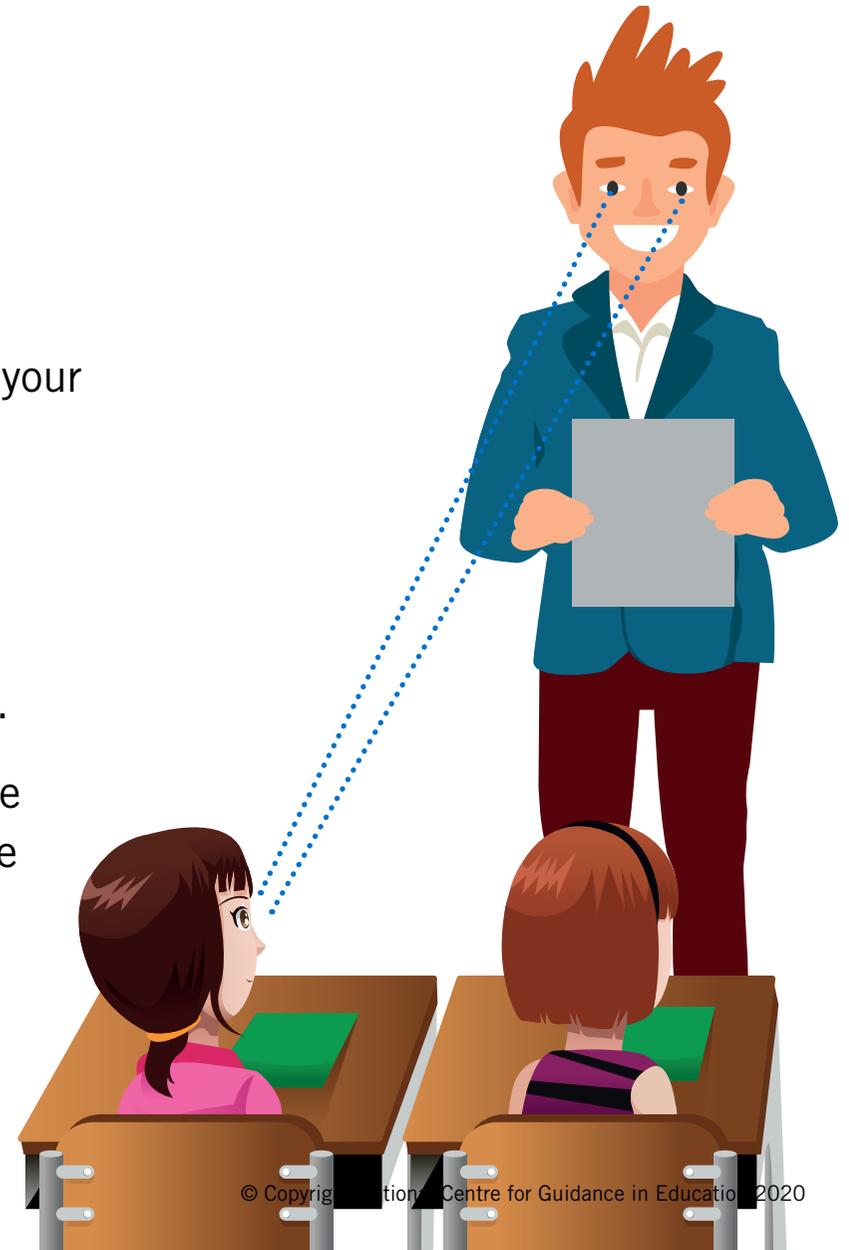
Did you know?

Smiling can help reduce anxiety, blood pressure, and your heart rate, all of which will put you at ease while giving your presentation!



TIP 6: MAKE EYE CONTACT

- If you smile and make eye contact, you are connecting with your audience and it makes you appear more confident.
- The audience will engage with you easier!
- During your presentation look up at your audience.
- Eye contact keeps people interested in what you have to say.
- This small tip helps you to feel less nervous, because you are talking to individuals, not to a great mass of unknown people and makes you look like a pro!
- If you find it very difficult to make eye contact, you don't have to focus on any one person, you can look out to the back of the room.



TIP 7: IF YOU LOSE YOUR TRAIN OF THOUGHT

- Don't worry – know that it happens to all of us. We all feel nervous sometimes, we all stumble over our sentences.
- If you lose your place in your speech or you get nervous take a deep breath and start again!
- Try to avoid using sounds such as 'mmm', 'errr', 'uhhh' etc! And don't use the word 'like' too much!
- Take a moment to have a look at your notes



TIP 8: NUMBER YOUR NOTES

- If you are using flashcards or pages number them!
- Then if a page falls you know where it belongs!
- Use large, clear writing in your notes (highlighting the important points).



TIP 9: SUMMARISE AND RESTATE

- At the end of your speech take a deep breath and summarise the most important points!



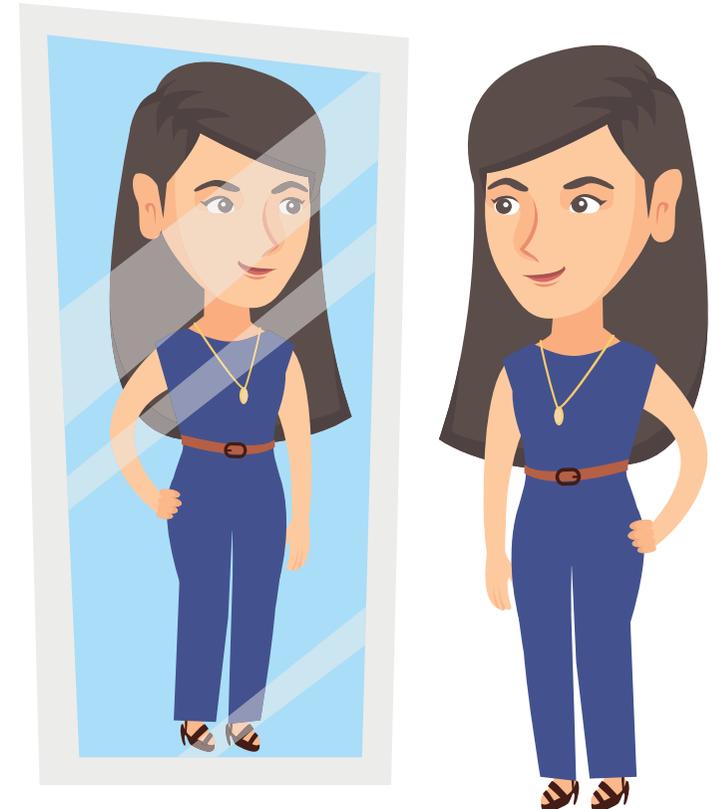
TIP 10: PRACTICE OUT LOUD

- Did you ever hear practice makes perfect! It's true!
- You will become more comfortable with your presentation if you practice it over and over again!
- Try finding a family member that will listen to you practice!



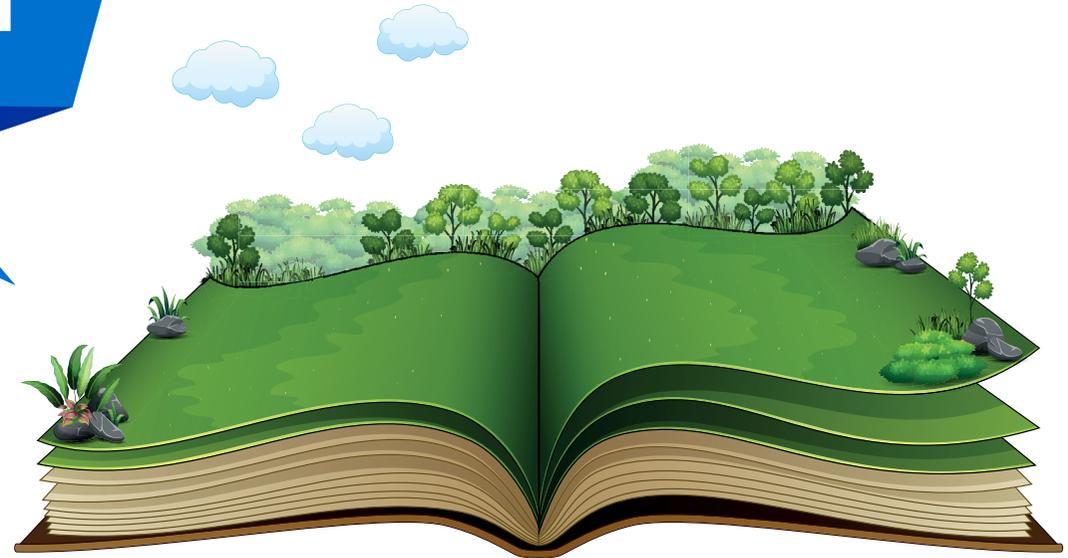
TIP 11: REHEARSE IN FRONT OF A MIRROR

- Stand in front of a mirror and practice giving your presentation.
- Make sure you stick to the time you have.
- Try to imagine that you are at the top of the classroom while speaking. This will allow you to practice your movements, your pace, your hand gestures, and it will remind you to smile during the speech.
- You will become more familiar with the material and the flow of the information. After several practice runs, you will be more comfortable and confident.



TIP 12: PLAN YOUR SPEECH

- Plan your speech ahead of time!
- People are programmed to respond to stories.
- Stories help us to pay attention, and also to remember things.
- If you can use stories in your presentation, your audience is more likely to engage and to remember your points afterwards.
- It is a good idea to start with a story, but there is a wider point too: you need your presentation to act like a story; therefore it must have a beginning, a middle and an end!



TIP 13: USE YOUR IMAGINATION

- If the nerves are getting the better of you try picturing your audience as bunny rabbits! This might make you giggle but will make you relax!



OVER TO YOU

What advice would you give someone if they if they were worried about speaking to an audience?

Create a Tip Sheet
for this person!

REVIEW

Can you...

- Identify how you can engage with your audience while speaking.
- Identify tips that can make giving presentations easier.