

Plan

- Plan your presentation structure with post-it notes, before using powerpoint
- Think in 3's - open, key points & close
- Back those points up with stories and evidence
- Keep your powerpoint slides simple and clear (no bullet points)
- Use vivid images to enrich what you are saying - What is going to bring your message alive?
- Place blank slides in your presentation at points where you want your audience to focus on you and your message

Prepare

- Do not write out your presentation in detail
- Prepare a simple bullet point format to practice from
- Practice out-loud and start to elaborate on each point to build up the detail
- Practice repeatedly - you will naturally memorise the keywords as springboards to the detail
- Practice pausing, taking a breath and smiling before you start.
- Practice the exact words for your opening line, and how you will deliver it to your audience
- Throw away your notes!

Presentation Panic! Checklist

“The structure, the content, the support, the direction has been immense, the best money spent, ever.”

Graham Cosier, Intensive Course Graduate

On The Day

- Do not think about the content of your presentation
- Stand and act confident before your presentation (even if you don't feel like it)
- Prepare in another room if possible - stand in a Powerpose

Deliver

- Walk on, head high, and with a smile!
- Use professional pause right from the moment you start: pause, elongate your words and slow down.
- Use personable eye contact - deliver each 'message' to individuals as you would in a normal conversation
- Use questions to buy yourself thinking time, and get your audience to think about the points you are making.
- Get passionate about your topic, or connect the topic you are presenting with what you are passionate about
- Treat yourself for stepping up and delivering your presentation!



**Gain Professional Coaching
& practice in a supportive group**

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