

Podium/Presentation Speaking Tips:

- Be prepared. Practice and time your presentation. If you are given 15 minutes, prepare for 12 minutes, not 20.
- Speak at a slower, nicely-paced speed. Speaking slowly actually helps calm *your* nerves and allows your audience to better understand you.
- USE A MICROPHONE when it is available and be aware of how to properly use it. This is for the consideration of your audience as they will be able to pick up enunciation and voices that may be pitched in a range that is difficult for some to hear. Talking loudly only elevates the volume (and is rarely sustained consistently throughout the presentation). It does not help with enunciation or pitch.
- Have your presentation, introduction, etc. printed out. “Winging it” rarely works.
- Prior to the beginning of the event/session, go up to the podium so you know how high it is, what type of microphone it is, and where you can place your notes.
- Avoid drinking caffeine, especially if you are speaking for a length of time.
- Take a deep breath and smile at the audience before beginning.
- Look at the audience, not over their heads. This helps you avoid some of the um, ah, pauses and creates a rapport with those listening.
- If you are using an audio/visual format (PowerPoint, video, etc.), be sure you test it or give it to the a/v person in advance of your presentation so they can test it.

If you’ve been asked to give an introduction:

When giving an introduction, please do not simply read the bio. The introduction should convey:

- The topic they will speak to
- Why they are qualified to speak on this topic
- Their name — may be at the beginning or at the end (and correct pronunciation!)

You may contact the speaker and ask a question, get a quote, or find out how they are connected to LWML.

The introduction should last no longer than two minutes!

Podium Protocol at Convention:

- Prior to your prayer, introduction, or presentation, come to the staging area to wait.
- Do not walk in front of the President’s podium on your way to the staging area.
- Remember to remove your nametag/lanyard.
- When introducing someone, if you have not met them personally, take time to introduce yourself before going on stage.

“David Greenberg, president and CEO of Simply Speaking and author of the bestseller *Simply Speaking! The No-Sweat Way to Prepare and Deliver Presentations*, is a foremost expert on this topic. Greenberg offers helpful strategies.”

These are seven of them.

1. Accept that being nervous is not a bad thing.

Greenberg says, "Being nervous means you care about giving a good presentation. Your nervousness produces adrenaline, which helps you think faster, speak more fluently, and add the needed enthusiasm to convey your message." LWML Past President Linda Reiser says you will have butterflies – the trick is to get the butterflies flying in the same direction!

2. Don't try to be perfect.

Greenberg explains that the fear of public speaking often stems from a fear of imperfection. He urges us to "accept the fact that no one ever gets it perfect and neither will you." Rather than striving to become a "super-speaker," Greenberg's simple advice is to just be yourself. "Your audience will appreciate it," he says.

3. Engage your audience.

Audience involvement is key. Ask your audience questions or have them participate in an activity to hold their attention. Greenberg says that turning your presentation from monologue to dialogue helps reduce your nervousness and engages the audience.

4. Breathe.

Breathing from your stomach muscles, not your chest, calms the nervous system. Here's what to do: Take a few deep breaths before and even during your presentation.

5. Practice out loud.

The best way to reduce your anxiety is to rehearse until you feel comfortable, advises Greenberg.

6. Avoid caffeine.

Caffeinated drinks can increase your heart rate, make you jittery, and cause your hands to shake, which gives your audience the impression you're a nervous wreck.

7. Make eye contact.

Greenberg suggests arriving early when the room is full of empty chairs and practicing by "pretending that you are looking into people's eyes." When you begin your talk, pick a few friendly faces in different areas of the room. Says Greenberg, "Not only will the audience appreciate it, but also you will see that they are interested in your message. Add a smile and you are bound to see some in return."

www.inc.com/marcel-schwantes/9-simple-tricks-to-overcome-your-fear-of-speaking.html