



Public Speaking Mini Course

Lesson 5 - Workbook

Lesson 5 – Delivering your Speech

This is where you get rewarded for all the hard work you've put in thus far. What you'll see in this lesson is discussion on the important delivery skills that you will need to master. By taking the time to master skills discussed you will be able to stand out as a truly professional presenter, helping you advance in your career because not only do you have great material in your speech, you also have the polished skills to deliver it well!

What do you do 15 minutes before you start presenting?

The fifteen minutes before you are expected to start your speech should be used to maximize your chances of success. To many presenters that means make last minute alterations to your slide pack, or finding other details to "tinker" with on the laptop. These presenters are missing a fantastic opportunity to give themselves a great start to their speech.

There are several, more productive, things that you should do in the last fifteen minutes before you present:

- **Room Setup** - Confirm room setup, ensure that there is sufficient seating and that audience members can see the screen and other visual aids.
- **Lights On** - Keep the lights on, unless the image on the screen is too hard to see without the lights off. Ideally the lights should be on; otherwise a darkened room will make it harder for you to keep the interest of your audience.
- **Meet and Greet** - The MOST important thing you can do! By taking the time to chat with your audience you will break down any barriers and establish rapport with them before you've started. Why not give yourself a head start???
- **Don't touch slides!** - Finally AVOID at ALL costs the temptation to "update" the slides. Any work you do at this late stage is likely to have errors or unintended consequences. Any "mistakes" that have made it into your final speech this far will be small, as you have tested the speech thoroughly before now anyway!

Managing the Nerves and Butterflies

There are several keys to helping you manage any nerves you may experience (*note: most people will experience nerves to one degree or another for many years*).

I want to bring your attention some techniques that can help you if you struggle with excessive nerves prior to speaking in public.

Visualise yourself giving your speech

Imagine yourself walking confidently to the lectern as the audience applauds. Imagine yourself speaking, your voice loud, clear and assured. Picture the audience applauding as you finish and return to your seat. When you visualise yourself as successful, you will be successful.

Realise that people want you to succeed

Audiences want presenters to be interesting, stimulating, informative, and entertaining. They want you to succeed – not to fail. Audiences find it uncomfortable to watch a presenter struggle and would rather see a presenter succeed in delivering their speech (even if the audience doesn't agree with what the presenter is saying).

Don't apologise

Most of the time your nerves don't show at all. If you don't say anything about it, nobody will notice. If you mention your nervousness or apologise for any problems you think you have with your speech, you'll only be calling the audience's attention to it. Had you not mentioned it, your listeners may not have noticed anything.

Concentrate on the message - not the medium

Your nervous feelings will dissipate if you focus your attention away from your own anxieties and outwardly toward your message and your audience.

Turn nervousness into positive energy

The same nervous energy that causes platform panic can be an asset to you. Harness it, and transform it into vitality and enthusiasm.

Gain experience

Experience builds confidence, which is a key to effective speaking. Most beginning speakers find that their anxieties decrease after each speech they give.