SPEAKING TIPS

Donna's favourite speaking tips:
1. Pause before you speak. Look out into the audience, smile, pause while you ground yourself before you start speaking.
2. Victoria Labalme: “The audience wants real not perfect” (Victoria did a session at the Staff and Leaders Conference in 2008)
3. Consider starting a presentation with a story, anecdote, statistics, something to generate interest

Jeff's favourite speaking tips:
1. Build and deliver your speeches around the needs of your audience and articulate value as clearly as possible.
2. Embed humour into your presentation where you can. Even if you don’t think you are funny. This will help humanize you as a presenter and add to your impact.
3. After delivering your message, ask someone for feedback. In addition to learning about things you are doing well, there may be opportunities to improve that with practice will help you grow as a speaker.

Jimmy's favourite speaking tips:
1. Set the adjectives to work for you. Adjectives add context, depth and vibrancy to your message just like spices add flavors to your food. “The sky” is not as satisfying as “the blue sky”, “the starry sky” or “the ominous sky”. The right adjectives draw your audience in.
2. Speak first to the heart and the head will follow. I learned this from Victoria Labalme who spoke at this Conference many years ago. The heart needs to feel before the head begins to know. There is a similar saying, “People won't care how much you know until they know how much you care”
3. Don’t waste time. Getting directly into the message is the best way to get your audience’s attention. It is also the best way to treat your message properly.

Over to you!!
Thank you for attending our session!
Jimmy, Jeff and Donna
TIPS FOR CONTROLLING NERVOUSNESS

• prepare and practice
• being nervous is natural and to be expected
• know your topic and what is appropriate for your audience
• know the room where you will speak
• don’t apologize even if you have a concern about your ability
• smile!
• adopt a “presentation persona” which is confident and poised
• practice!
• use relaxation techniques
• visualize a positive experience
• think of the worst that could happen and then prepare for it (if the worst really could happen . . .)
• have notes with you even if you don’t plan to use them
• give yourself permission to make mistakes and learn from them
• the audience wants “real” more than they want a polished speaker
• your audience wants you to succeed
• have some light conversation with members of the audience before your presentation; then you will see familiar faces in the audience
• your success as a speaker is not built on one presentation
• every time you face fear, you become braver (Eleanor Roosevelt)

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