

Eyes up

How not to read a paper

Speaking in public

- Some people believe that good public speakers are born but they are made!
- Fear of public speaking is normal

According to *The Book of Lists*,

“the fear of public speaking ranks number 2 in the minds of the majority of people. Above the fear of death (number 6), comes the fear of standing in front of a crowd.”

Rehearse

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- What is my topic?
- Who is my audience?
- How long should I talk for?

What do you want the audience to take away from your presentation?

Audience

- Respect your audience
 - Would they already have a level of knowledge of your topic (what is that level)
 - Are they familiar with your academic paper
- You must show passion for your topic
- Don't take their interest personally
- People absorb information differently

- Few people can concentrate for longer than 10 minutes
- Divide the talk into most important points usually 4 or 5
- Familiarise yourself with every aspect of your talk

Preparation

Room

- Familiarise yourself with the room
- Get an idea of the best place to stand
 - Lectern and microphone set the place
- Can I see everyone ?
- Can everyone see me?
- Where am I standing in relation to the slides?

Using Tools

- Familiarise yourself with tools
- Participation should not be held up while you get organised
- Tools are just to help not to replace
- Its all about you not the slides

PowerPoint

- Colour and layout
 - Dark background and white/yellow writing
 - Not too many points (no death by PPT)
 - Forget bells and whistles
- Pictures and Cartoons
 - Enhancing points
 - Great for visual learners

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"A live orchestra, costumes, scenery, fireworks, jugglers, elephants, the Rockettes? Can't you just use Power Point like everyone else?"

Handouts

- Provide information
 - If you want participants to listen and interact, it is best if they are not writing
- Lecture guide
- Your academic paper or how to find it
- References and further reading
- Usually available to participants post the conference

Now start presenting

How to start

- Start on time
 - Don't go into other presenters time
 - Don't mention to the audience the lack of time
- Introduction by facilitator
- 1 minute should be subject background information
- Then the rest is important points of your paper

Posture & body language

- First impressions are important
- Adapt your posture to your situation

Voice

- Everyone is nervous
- Speak slowly....but don't lose the vitality in your voice
- Have a drink before you start
- Remember you'll be using a microphone so you might not be mobile

Eye contact

- Do not talk to the screen – your back can never be to the audience
- Refer to your notes in front of you
- Minimal glances at your notes
- Pick 3 people in the room to look at
- Address person who has asked a question but answer the audience

Facial expressions

- Remember to smile it is a very powerful cue and is often contagious.
- Match your facial expressions with the topic
- Keep bad habits at home

Bad habits

- Um.....er.....
- Benign statements (fillers)
 - Do you know what I mean
 - Are you following
 - Is everyone with me
- Fiddling
 - Hair, pen, notes, jewellery

Movements

- You want them to remember the lesson not the movements
- Open hands can be an invitation

Keeping nerves in check

As Mark Twain said,

"There are two types of speakers -- those that are nervous and those that are liars."

Nerves

- Hands shake
- Flushed complexion
- Speaking too fast
- Forgetfulness
 - Foggy brain syndrome

- You own the stage not your nerves

Reading your audience

■ How do you know that you are losing them?

- Nodding off
- Looking out the window
- Looking at their notes
- Using electronic devices
- Talking to each other

Trouble shooting your audience

- Audience talking, not listening
- No questions
- Question you cannot answer

How to finish off

- Know your last two slides
- Time for questions and clarification
- Thank the audience for the opportunity to talk

Conclusion

- Start to plan early, know your topic, rehearse the talk again and again
- PowerPoint is just an aid
- Always talk to the audience
- They want you to succeed
- Smile – enjoy it!