

FUN AND FEARLESS SPEAKING: TIPS FOR EFFECTIVE PRESENTATIONS

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3 E's

Ask yourself if...

- You have “Earned the Right” to speak on this subject
- You are excited about the subject
- You are eager to share this with your listeners

Prepare Properly

- Do not memorize a talk word for word.
- Do not write out your talk word for word. (Make brief notes.)
- Fill your talk with examples, illustrations and stories.
- Know more about your subject than you need for the talk.
- Practice your talk with a supportive person.

Visualize Success

- Pay attention to “self talk.”
- “See” yourself succeeding.
- Picture audience as friends.
- Act confident.

Before You Speak

- Refrain from alcohol.
- Eat light.
- Get rest.
- Familiarize yourself with the room (microphone, podium.)
- Get into action before your speak.

Delivery of talk

- Speak with enthusiasm and volume.
- Use *natural* gestures.
- Use conversational tone with familiar words.
- Make eye contact with a few “friendly” faces.
- Dramatize – Use dialogue
- Pause and SMILE before the first word is out.

Earn Audience Rapport

- Consider yourself honored to speak and say so.
- Know as much as possible about your audience – use names.
- Don't be afraid to express emotion – let audience see how deeply you feel.
- Be yourself – Don't imitate others. “Envy is ignorance – imitation is suicide.”

Leave out of your talk...

- Apologies like “I won’t take too long.” Or “I’m really not prepared.”
- Canned humor
- Comments such as “I don’t want to offend anyone, but...”
- The phrase “Thank you very much” at the end of your talk. Pause, nod and step back. (You can thank them after they begin applause.)

RISK

*To laugh is to risk appearing the fool,
To weep is to risk appearing sentimental,
To reach out for another is to risk involvement,
To expose feeling is to risk exposing one’s true self,
To place one’s ideas and dreams before a crowd is to risk loss,
To love is to risk not being loved in return,
To live is to risk dying,
To hope at all is to risk despair,
To try at all is to risk failure.*

But to try we must...

The greatest hazard in life is to risk nothing.

The man or woman who risks nothing...

Does nothing

Has nothing

Is nothing.

They may avoid suffering and sorrow, but they cannot

Learn, feel, change, grow, love, live.

Chained by their certitude, they are a slave.

They have forfeited their freedom.

Only a person who risks is free.

**THE KEY IS PRACTICE – THE MORE YOU SPEAK, THE LESS FEAR YOU WILL
HAVE AND THE BETTER YOU’LL GET!**

One of the most effective ways to practice speaking is in the Dale Carnegie Course. You are guaranteed to be a better speaker at the completion of the course or you get your money back – really. If you would like more information on this tested program or a schedule of upcoming classes in Michigan, contact:

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