



# Effective Delivery

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Bringing your story to life



# Today's Talk

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- Eye contact
- Practice
- Power of the pause
- Body language
- Time management
- Questions



# Look at Your Audience

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- Maintain eye contact.
- Scan your audience.

Question: *How can I do this if I am not very, very familiar with my talk?*



# Practice, Practice, Practice!

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Reading is NOT a good way of presenting!

Talking about your presentation is NOT a good way of practicing it!



# How to Practice

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- Verbalization: You have to say it!
- Spaced repetition: 1-3-7-14 or multiples of 5
- Timed performance: Time yourself.
- Audio taping: Tape yourself.



# The Power of the Pause

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Why are pauses important?

- ❑ Eliminate pause fillers (e.g., “um”).
- ❑ Practice 2-s pauses between sentences.
- ❑ Vary your speech rate.



# Body Language

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Are these good ideas? Why or why not?

- Hands in pockets
- Pointing at the audience
- Looking at the slides
- Facing the screen



# Gestures

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- Must be natural.
- Must help make a point.
- Must be practiced!



# Position

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- Standing
- Hands ... where?
- One position or moving?
- Change of position to signal new point, change of topic, etc.



# Manage Your Time!

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- Have a clock in view
- Practice X many times
- Have a “shock absorber” built into your presentation

# Manage Your Time!

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# Great Presentations

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All great presentations have 3 things in common:

- ❑ They are practiced and rehearsed.
- ❑ They keep the audience interested.
- ❑ They are coached.



# Handling Questions

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- Prepare a summary.
- Anticipate questions.
- Invite questions.
- Prepare a general answer.
- Tip: *Repeat the question!*



# When You Don't Have a Clue...

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- ❑ Could you rephrase your question?
- ❑ Do you mean...?
- ❑ Are you asking about...?

What about this:

*Could you please repeat that?*



Questions ...

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Do you have any questions?