



## **Presentation Skills: Summary of Key Points**

### ***Practical aspects***

Prepare the room – this can take a while if you have to rearrange or clear furniture

Check the equipment – line up any video/audio clips/ PowerPoint presentations

Props / visual aids –

Can they be seen? Don't use 2 pale colours together & use large font

Are they in the right order?

### ***Voice***

It is said that communication is:

7% Words

38% Tone of voice

55% Body language

### ***Volume***

Project your voice so that you can be heard at the back unless using a microphone

### ***Clarity***

Pronounce your words clearly

Be particularly aware of any accent you may have

### ***Speed***

Nerves can make you too quiet or too fast. Try to speak up and slow down.

Fast - can sound enthusiastic, but don't gabble

Slow - can give a tone of authority but don't send them to sleep

Different age groups sometimes prefer different speeds

### ***Tone***

Include plenty of expression

Sound enthusiastic and interested in your topic

Sound confident even if you're nervous

Make it larger than life when you are speaking to a group – it's a little like acting

Build in pauses for effect

### ***Appearance***

#### ***Dress***

Formal or informal? – make it appropriate for the occasion

#### ***Habits / mannerisms***

Be aware of any mannerisms you may have

What will you do with your hands while you are speaking?

#### ***Body language***

Use eye contact to create a rapport

Step forward to take questions – it shows you are interested

#### ***Nerves***

Make sure you have plenty of prayer support, and then make a conscious effort to push nerves aside and focus on your topic and your group/audience.

Try not to say 'um' or 'errr'. It is ok to just pause for a moment in between sentences. You do not have to speak non-stop.

Prepare thoroughly – especially the beginning and ending of any talk as these are the most important parts so you need to be clear and attention grabbing.

Using flash cards as reminders can be a useful technique

Look as though you want to be there – **smile!**

#### ***Finish***

Give a talk a strong finish, perhaps writing it out in full in case of nerves, but don't just read it out, deliver it in a meaningful way.

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