

DELIVERY Key Tip: Watch good speakers and analyse what makes them good – and vice versa

<p><u>Before</u> Rehearse. Ask for feedback on your delivery from friends. Ask them to comment on voice, body language, nervous tics that distract</p> <p>Check out your timing</p> <p>Check out domestic arrangements – loos, fire exits, times of breaks, accessibility – does your audience need to know this?</p> <p>Check and double-check the technology with the venue.</p> <p>Think about how you look. Are you portraying the image that you want people to see? More importantly, think about things that will distract audience from your message.</p> <p>Think about where a microphone will clip.</p> <p>Breathe deeply, relax. Do a little exercise to use up some adrenalin</p>	<p><u>Starting and performing</u> Eye contact, smile, deep breath. Stand up straight, greet the audience.</p> <p>Take your time – if you act confident, you will be. If you act confident, the audience will feel safe.</p> <p>Speak to your audience, not to your slides.</p> <p>Think about where to stand. Don't block any visuals. Standing behind a table or lectern may feel more protected, but cuts you off from the audience.</p> <p>Don't believe you can think things through while you're delivering. Until you're very practised, you can't.</p> <p>Beware irritating ticks – physical and verbal – they distract from the message.</p> <p>Don't sound as though you're reading from a script. Use notes only so that you talk naturally.</p>
<p><u>Nerves</u> Don't try to get rid of the butterflies – get them flying in formation.</p> <p>Remember if you know your stuff then you know more than them.</p> <p>Be clear – why are you here? What is the core intention? Remember this is a performance, so enthusiasm, confident stance. Stand still. You'll lose the audience if you appear nervous</p> <p>Breathe, speak slowly. Remember eye contact.</p> <p>Be in control</p> <p>Use your voice – vary tone, volume, speed</p>	<p><u>Problems?</u> How to handle people talking among themselves?</p> <p>Pausing is fine. It's OK to make a mistake or not know the answer to a question.</p> <p>If someone is rude, be measured and charming and diplomatic.</p> <p>If no-one asks questions, move on.</p>

Alison Trinder October 2020