

### Dress Up, Look Sharp, Stand Up

When you're on stage being well dressed shows a deep respect and caring about the people you will be addressing. The better you look, the more ready and professional you'll feel. Standup when speaking, sitting is only acceptable in very small groups.

### Know Your Audience and Material

Know your audience, what would they like to know. Do your research. Know your topic and what you're going to say about it and how you'd like to say it. The more you know, the more confident you'll be

### Turn Nervousness into Excitement

Olympic athletes, before and after competing, were all asking the same question. "Were you nervous?" And all gave the same answer: "No, I was excited." These competitors took their body's signs of nervousness -- pounding heart and tense nerves -- and attributed them to the side effects of excitement and exhilaration.

### Gratitude is Always a Great Beginning

Every gig is an honor. Thank the host and audience for making the time and effort to show up to listen to your speech.

### Don't Start Talking Right Away

Never being speaking as you walk out on stage it connotes a little bit of insecurity and fear. Instead, quietly walk out on stage, take a deep breath, find your place, wait a few seconds and begin. It projects to the the audience, that you're totally confident and in charge of the situation.

### Body Language and Eye Contact

When speaking to a group, stand up, look directly at the audience, very slowly scan the room and make eye contact with audience members one by one. Fast scanning and panning is your worst enemy, it appears like you're looking at everyone and actually disconnects your audience.

It's effective to directly look at specific audience members throughout your speech. If you can, give each person, an entire sentence or thought, without breaking your gaze. When you finish a sentence, move on to another person. Keep connecting with individuals until you're done speaking.

It's like you're having a conversation with your audience, you're speaking with them. This tactic not only creates a deeper personal connection with individuals and the entire audience can senses the connections.

### Speak Clearly and Slowly

Don't mutter or speak in a low volume, you will appear to be carrying on a conversation with yourself. Clear strong tone, projects confidence and knowledge. Speak unusually slowly. When you get nervous, your heart beat quickens and your words tend to speed up. Luckily audiences are more patient and forgiving than we expect.

### Voice Volume and Don't Rush

It's common to hear speakers begin in a normal volume, and as they become lost in their thoughts or wonder off the subject, their volume drifts to a whisper. This is a fastest way to lose your audience. The audience want you to succeed, but the more you rush, the more you turn them off. If you go quiet for a moment and take a long, deep breath, they will wait for you.

### Handling Microphone - Equi-Distant from Mouth

Keep the microphone at the correct distance to avoid the volume changing as you speak. This is very annoying to the listeners.

1. Grasp the Microphone below the windscreen (metal mesh on top).
2. Place all four fingers around the microphone.
3. While holding the microphone, stick your Thumb Up, like you are making a thumbs-up gesture.
4. Touch your thumb to your chin (to keep close and equal distance) while speaking into the microphone.

Now you can keep perfect distance, while turning your head.

### Keep It Brief and Meaningful

Know what's expected and deliver just that -- and no more. Always leave them wanting for more.

If using a Powerpoint Presentation: Use Guy Kawasaki's "10 20 30 Rule"

**10 slides, 20 minutes, 30 point font size**

### Share the Stage

Great speakers rarely put on a one-person show. Frequently they share the stage with employees, partners, and colleagues.

For Panelist: Listen to the moderator & pay attention to what was previously discussed. Stay on topic & add info/details that were left out.

### Say Thank You When Done

Applause is a gift, and when you receive a gift, it's only right to express how grateful you are for it. Always close a presentation with these two simple yet powerful words: Thank You and Bow Gently.