

Presentations: Three tips



Most of us get nervous when we have to speak in front of others. By planning your presentation well, you can feel in control and may even overcome the fear. Start by following the three tips below.

1 Do not read your script

It is far too common to write down the whole speech and then reading it out aloud. This might seem like a good idea because you will not forget anything, and you have your manuscript to hold on to (and hide behind). The problem with this approach is that these presentations are almost always boring, and there is a risk your voice will be so monotonous that listeners will not hear what you are saying.

2 Prepare

Even worse is thinking that you should not prepare at all. The majority of improvised speeches will be unstructured or confusing. You may also forget important facts and feel stressed. If you get nervous and forget what you wanted to say, you have no notes or slides to fall back on.

3 Write a simple speech manuscript

The solution: write a short and simple speech manuscript. Write down a few headlines that guide you in what you are going to talk about, and in what order. Under each headline, you may add quotes, facts or other information you risk forgetting - or leave it blank. You should also add a few sentences to the start and end of your presentation.

When holding your presentation, you will start with your written introduction. Continue to the first headline and say everything you remember about it. It will not be the end of the world if you forget something - in that case you only move on to the next headline. This way, there will still be a clear structure to your overall speech. When you have gone through all your headlines, finish with your written ending. You have made it through your presentation!