GIVING A PRESENTATION

By the University Toastmasters Club
Outline

What is public speaking?
Preparation
Delivery
Reflection
What is public speaking?

**Definition:** Verbal and nonverbal communication toward an intended audience

*When we give a presentation, we are all public speakers!*
Preparation

Writing & practicing
Language Matters

Who is your audience?
Engage with each new audience differently
Kids vs. Astrophysicists

What is your message?
What is the goal of the communication?
Is the knowledge you’re transferring well organized?

What words are you using?
Learn your material (but not too well)
Preparing for Q&A

Make a list of potential questions

“I’m not sure, but...”

Know where to direct question you don’t have the answer to

Be Calm

Pause if you have to gather your thoughts

Always be positive

Believe that you can find the answer, even if you don’t know it yet
Showtime!

Mechanics for speech delivery
Personality

Confidence is Key

Set expectations ahead of time
Know your material, and don’t let others interrupt
Portray through your body language/stage use
Be decisive, in control and energetic!

Authenticity matters

Embrace your own communication style and own it
What is Your Body Saying?

Body/feet/posture

Face/eye contact

Voice: pitch/tone/quality/pace

*Pro tip: watch the audience’s body language*
After speaking

SHOULDN'T HAVE DONE THAT
I SHOULD NOT HAVE DONE THAT
Success or Failure

Get advice from your peers

Get specific

Focus on results/the big picture

Keep trying
Final Thoughts

Be Prepared

Be Enthusiastic

Be Confident

Have Fun!
About Toastmasters

For further practice or information:

University Toastmasters Club
Meets: EVERY Wednesday night
6:00 – 7:30pm
TBW 2 (Tory Breezeway)

Runs all year long!
Questions?