

Top Tips for Presenters

10 Techniques for Good Posture

1. Aim to stand upright without being unnatural.
2. Drop your shoulders.
3. Lift your head.
4. Lengthen your spine.
5. Place your feet a comfortable width apart.
6. Walk with a purpose.
7. Avoid pacing - If you can!
8. Lean towards the audience at times.
9. Use your hands!
10. Don't over gesticulate.

Other things to help develop good presenting posture.

- Aim to develop a confident posture in everyday life.
- Observe yourself in the mirror when you can to develop a confident stance.
- Imagine a piece of string attached to your head pulling you upwards.
- Tighten your abdominal muscles and gently press your shoulders back.

Remember

Any audience member will base 55% of their initial judgement of the Presenter on Body Language alone. Therefore positive Body Language is a non-verbal key to successful communication and Rapport Building.

Top Tips for Presenters Speech - Do's and Don'ts

Do

- Know what you are talking about.
- Speak in a conversational & controlled manner.
- Vary your voice in volume and emphasis.
- Change the pace.
- Pause! Let yourself breath
- Allow time for your voice to travel.
- Let the audience listen & digest.
- Work to 'The power of 3' where appropriate.
- Never forget... You are the one speaking, you are in control.

Don't

- Rush your material
- Speak in a manner alien to you.
- SHOUT!

If you dry up:

- Sip water.
- Imagine the juice of a lemon in your mouth.
- Gently bite your tongue to generate saliva.
- Remain calm. A pause for the audience is not as long as it seems to you!

Tips:

1. Listen to people and Presenters who have interesting voices.
2. Record yourself and listen to your voice critically.
3. Listen to Presenters on the radio.
4. Imagine that there is a curtain between you and your audience. You are totally dependent on your voice to communicate energy.

Remember

The average person speaks at 125-150 words per minute. The average person can think at a rate of 500-600 words per minute. Your audience have time to think about other things while listening to you, therefore be precise, concise and accurate with the words you use and how you use them.

Summary for the Presenter or Host

You are:

1. Host of the party – Not the Star.
2. Facilitator of the Entertainment proceedings.
3. Catalyst to the guest's enjoyment.
4. The shop window to the Entertainment and its content.

You should:

- Eliminate any negative thoughts.
- Mentally be in your role before you are in your role on stage.
- Be prepared & rehearsed.
- Recognise and except what you are good at.
- Expect to perform well.
- Care about your audience.
- Enjoy what you do! It's not a hardship!

You require:

1. Confidence not arrogance.
2. Sincerity.
3. Natural charm.
4. Humility.
5. No self-indulgence.
6. Engaging voice – Varied pitch, pace and tone.
7. Good eye-contact.
8. Positive body language.
9. Strong presence.
10. Ability to think on feet.

You need to visualise:

1. Yourself moving confidently with good posture.
2. Looking at your audience.
3. Hear yourself speak.
4. The rapport you have with your audience.
5. Yourself relaxed, confident and in control.

Top Tips for Presenters

The Importance of being Sincere

1. The audience have a sixth sense.
2. Their sixth sense will tell them if the Presenter is being fake or insincere.
3. They recognise changes in communication that tells the audience how the Presenter is feeling – Good Bad or In-different.
4. Being insincere is being disingenuous and deceitful to the audience, a facade which cannot be upheld.
5. Always assume your audience recognise insincerity.
6. To become an excellent communicator, the Presenters style, words, tonality and body language at the time of presenting must be congruent (matching) with their sincerity.
7. Failure to action this discipline will result in a lack of effective rapport with the audience.
8. Sincerity is born out of naturalness. Naturalness being one of the key foundations on which effective Presentation Skills is built and thus one element cannot work without the other.

Dictionary Definition of Sincere

'Free from pretence or deceit; proceeding from genuine feelings.'

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Controlling Nerves

Nearly everyone experiences nervousness when they perform in some way, whether in giving a speech, giving a presentation or running an event. Nervousness is something everybody has to deal with but some people hide their nervousness more than others. Some people simply understand that nervousness is self-perpetuating. Here is a simple equation:

Nervousness + Signs of nervousness = Increased Nervousness

In other words, one sign of nervousness can cause other symptoms to pop up and so on and so forth. However remember, it is natural to be nervous! Nerves are a natural reaction which is born out of apprehension, fear or external factors.

FEAR can be described as:

F - alse
E - xpectation
A - bout
R - eality

Meaning, we automatically 'play-out' the worst-case scenario in our minds and not one of reality in the present time.

There are many techniques to preventing nerves and most are personal to the individual performer, however one of the quickest and most effective ways in which to transform nerves into a positive influence is to accept and embrace the energy nerves create within the individual.

Once you have mastered this technique, in the majority of situations your nerves will subside and convert into positive energy thus giving your performance added charisma and greater vitality.

Ten simple steps which will help start the process are laid out below:

1. Be rehearsed, almost over-prepared. The number one cause for nerves is feeling inadequate or unprepared about your performance.
2. Accept that it's natural to be nervous.
3. Recognise that you are a professional performer with benefits to give.
4. Recognise that you are in control.
5. Consider the stage/venue as your living room at home and the audience are your friends who have popped in for a drink and to share your company.
6. Know that you are making a difference to your passenger's experience.
7. Care about your audience.
8. Expect to perform well.
9. Eliminate negative thoughts.
10. Embrace and not dread the opportunity to present, perform for or engage with your audience.

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Key Fundamentals

12 things to remember that will help you from the very start!

1. You already have the skills innate within you to be a successful Presenter.
2. You do not need to act to Present. The skill is being natural and being YOU!
3. You do not need to be a comic to be a strong Presenter. Remember, everyone loves a joke but no one likes the fool!
4. You are unique in every way and that is what makes you who you are. Don't try to imitate others.
5. It's fine to be nervous, it's a natural reaction.
6. Not all Speakers are natural – It's an art that has to be developed with practise.
7. You will make mistakes, you are only human.
8. Take things one-step at a time – Bite Size Chunks!
9. Your whole body is the communication tool, use it.
10. Concentrate on developing your style and skill set.
11. Communicating is something you have been doing from the day you were born. It's not something completely new.
12. Practise. It takes 19 to 20 repetitions for an action to become a habit or unconscious action.

Top Tips for Presenters

Key-Points for Professional Microphone Technique

1. Hold the microphone in a relaxed manner.
2. Don't grip the microphone hard – White Knuckle Ride.
3. Find a style which suites you – Use your thumb as a support.
4. Talk into/ slightly over the top of microphone.
5. See the microphone in your peripheral vision.
6. Don't let the microphone obscure your smile.
7. Don't rest the microphone on your mouth or chin.
8. Move the microphone with you to maintain clarity and quality.
9. Avoid 'Prayer Hand' microphone technique.
10. Don't throw the microphone between hands.
11. Don't be afraid to lower the microphone when pausing, taking breath or creating time to gather thoughts.
12. Accept that the microphone is an extension of you and not a hindrance.
13. Sound check before your performance. Don't commence with "1-2. 1-2!"
14. Respect the microphone – It is a tool of your trade.
15. Remember. Presenting microphone technique is different to Vocalist microphone technique.

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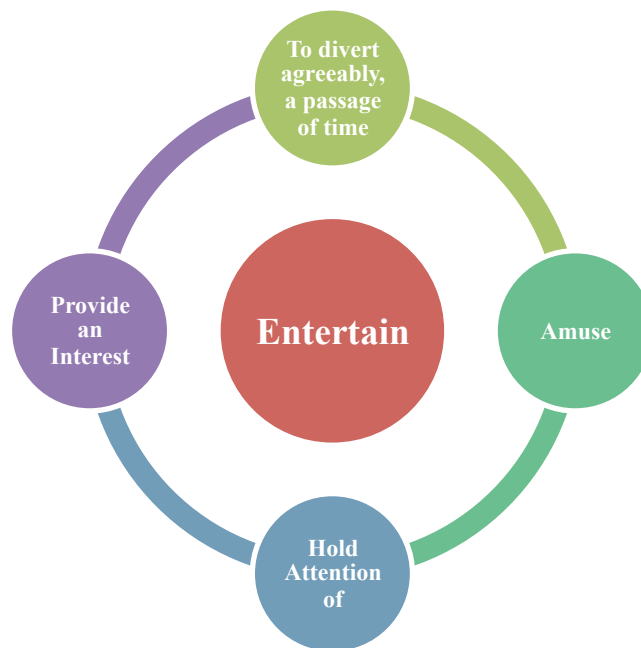
Entertainment Definition

What is Entertainment?

Dictionary Definitions

Entertainment: *‘That which entertains.’*

To Entertain: *‘Action of occupying a person’s attention agreeably.’*



The word Entertainment is from the French ‘Entre-Tenir’. Literally translated to ‘hold among or ‘hold together’.

If we entertain correctly we hold people together...That is what we should be aiming to do!

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10 – Key Points for Live Presenting

The core-foundation of presenting is speaking.

Speaking is second-nature to everyone. However in order to achieve success when presenting to an audience, the communication style must be natural, engaging and varied in pace and inflection. Listed are techniques which are instrumental in aiding Presenters to connect positively with an audience.

10 – Key Points to achieve success:

1. Be prepared.
2. Be confident.
3. Be yourself in the role of a Presenter.
4. Present in a natural, engaging and conversational manner.
5. Don't be afraid to pause and let silence work positively.
6. Use your whole body to communicate positively.
7. Maintain positive eye contact.
8. Be concise and expressive in equal measure.
9. Target your performance correctly.
10. Be there for your audience and not totally for yourself!