

# **Oral Presentation Skills**

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# Presentation skills

- ◆ Prepare.
- ◆ Feel confident.
- ◆ Be confident.
- ◆ Anticipate.
- ◆ Recover.
- ◆ Succeed.

# Prepare

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- ◆ **Know your purpose, audience, and material.**
- ◆ **Identify three or four key points.**
- ◆ **Lay it out. Fill it up. Tie it up.**

# **Prepare: Notes**

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- ◆ **Don't write every word.**
- ◆ **Reduce key points to phrases.**
- ◆ **Leave notes on the lectern to keep your hands free.**

# **Prepare: Safety net**

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- ◆ **Write out & rehearse:**
  - **Your introduction**
  - **Your transitions**
  - **Your conclusion**

# **Prepare: Safety net**

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**For your conclusion,**

**know what you want to say**

**and how you're going to say it.**

# **Prepare: Safety net**

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**Before you take off,**

**know where you're going to**

**land.**

# Prepare

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◆ **Rely on muscle memory.**

**You can't plow a field by  
turning it over in your mind.**



# Prepare

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- ◆ Rely on muscle memory.
- ◆ Rehearse speaking out loud.
- ◆ Prepare at least two days in advance.

# Be confident

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- ◆ How to **feel** confident.
- ◆ How to **appear** confident.

# **Feel confident**

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- ◆ **Be prepared.**
- ◆ **Adjust expectations.**
- ◆ **Release physical tension.**

# Feel confident

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◆ Relax.

**Wrong advice!**

# Feel confident

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◆ Breathe.

Right advice!

# Appear confident

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- ◆ Dress appropriately.
- ◆ Walk confidently to the lectern.
- ◆ Stand erect (head back).
- ◆ Look at your audience.
- ◆ Smile.

# Appear confident

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- ◆ **Pause before beginning.**
- ◆ **Don't admit you're nervous.**
- ◆ **Speak at full volume.**
- ◆ **Begin with your hands up (above your waist).**

# Appear confident

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- ◆ **Gesture expansively.**
- ◆ **Step out from behind the lectern.**
- ◆ **Take two steps toward a questioner.**



# Anticipate

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◆ **Fight or flight.**

◆ **Remember:**

**It's your space.**

**(Arrive before the audience.)**

# Anticipate

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- ◆ **Shallow breathing.**
- ◆ **Tight throat.**
- ◆ **Adrenaline rush.**
- ◆ **Altered perception of time.**

**Feel confident**

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**Breathe**

**Feel confident**

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**Breathe deeply!**

# Recover

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- ◆ **If you lose your place:**
  - **Look intentional**
  - **Keep talking**
  - **Use a fall-back line**
  - **Ask the audience for help**

# Recover

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**Remember:**

**The audience is on your side.**

# Succeed

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- ◆ **Be prepared.**
- ◆ **Be authentic.**
- ◆ **Be your natural self.**

# Succeed

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**If you're having fun,**

**your audience is having fun.**



# Succeed

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