



Eilidh's Expert Tips

Things to Remember when Giving a Presentation Five 'Ps' = Preparation & Planning Promise Perfect Performance

How to unlock your powerhouse presentation

1. Be yourself – keep your comments positive
2. Have a great opener – know your first 90 seconds off by heart
3. Practise... practise... practise... so that your confidence increases
4. Work on your 'ums' and 'errs' - use breath control and the power of the pause
5. Focus on your eye contact
6. Start on an upbeat note – never say "I'm sorry I don't do this very often..." "I'm nervous!" or "I'm standing in for Jane, who could not make it today..."
7. Structure your talk or pitch – start with your end in mind
8. Keep your head up, speak slowly and clearly
9. Smile – it relaxes you and your audience
10. Elevate your voice, use animation and vary your pace
11. Learn expert tips to control your nerves
12. Use humour
13. KISS – Keep It Short and Simple
14. Speak with enthusiasm and passion
15. Personalise with a story – stories are remembered
16. Empty your pockets of loose change to avoid jangling coins; likewise distracting accessories such as long dangling earrings
17. Have a great close – be different and memorable
18. Thank your audience/interview panel.

Beware of your body language Perception is nine tenths of the law

Note the following:

- | | |
|--|-----------------------------------|
| 1. Eyes looking down or away | self-consciousness or guilt |
| 2. Raised eyebrow | disbelief |
| 3. Rubbing nose or pulling the ears | lack of understanding |
| 4. Hand touching mouth | anxious or trying to deceive you |
| 5. Folded or crossed arms | nervous, shut off or feeling cold |
| 6. Hands on hips or gesturing | aggression |
| 7. Tapping a chair or desk | nervousness or impatience |
| 8. Tremor in voice | nervousness |
| 9. Shrugging shoulders | Indifference to what you say |
| 10. Facing squarely, full height,
smiling with head forward | shows confidence |

Do remember that body language is not universal – different cultures have their own different gestures and ignorance can inadvertently cause offence.

Look at body language in clusters and not as isolated actions.

Always say "thank you!" at the end of any speech or interview and smile 😊

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