

# Juggling your Presentation Skills

1. Breathing - Creating calmness
2. Voice
  - a. Volume
  - b. Range
  - c. Tone
  - d. Use of Emphasis
  - e. Power Pause
3. Eyes
  - a. Eye contact
  - b. Smiling
4. Body
  - a. Body posture
  - b. Hands
    - Gesturing
  - c. Feet
  - d. Movement / “Step away from the podium”
5. Purpose
  - a. Mind mapping
  - b. Audience research
6. Structure
  - a. Attention Grabber / 30 second advert
  - b. 1-2-3
  - c. Signposting
  - d. 4 \* 4 notes
  - e. Power close / Call to action
7. Content
  - a. Thinning & weeding
  - b. Story telling
    - Narratives (1st person)
    - Plots & subplots / Chapters
    - Cliff-hangers / Climaxes



- Characters & Anecdotes
- Nuggets

## 8. Visualisation techniques

- Red canoe

## 9. Audience

- a. Audience design (who, where, when, how long)
- b. Taking questions
- c. Involving / Creating rapport
- d. Audience management / crowd control

## 10. Visual Aids

- a. PowerPoint - strengths & weaknesses
- b. Tangible objects

