

# Present Like A Pro

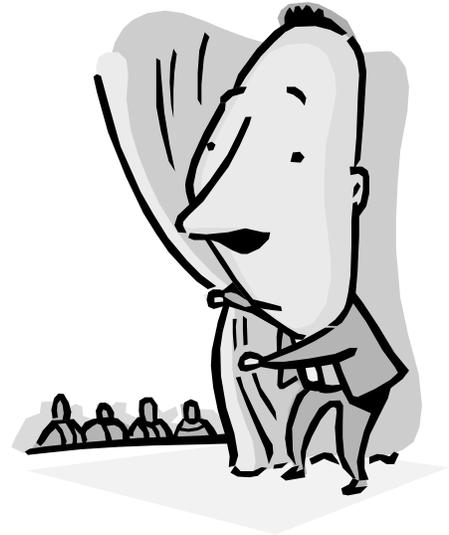
LaRita Jacobs, MA

## A Promise

*I can't promise you will like making presentations...*



*but I can promise you will \_\_\_\_\_  
\_\_\_\_\_ about making presentations when  
they are required!*



## The Truth about Public Speaking

1. We almost never speak on something we know n \_\_\_\_\_ about. We have some knowledge and, indeed, e \_\_\_\_\_ on our topic.
2. This is not middle school; the audience wants you to \_\_\_\_\_.
3. You have something to \_\_\_\_\_ the audience, so focus on the \_\_\_\_\_.
4. Speakers use a \_\_\_\_\_ speaking format. Learn it to gain confidence!
5. Speaking is \_\_\_\_\_ skill, \_\_\_\_\_ confidence.

We FEAR...

R \_\_\_\_\_

Looking N \_\_\_\_\_

F \_\_\_\_\_

Name yours!

LOOKING AND FEELING S \_\_\_\_\_

The Truth....it's \_\_\_\_\_ about us!





**The Audience wants...**

WIIFM—W\_\_\_\_\_ In It For M\_\_\_\_?  
Keep to e\_\_\_\_\_ time  
Be H\_\_\_\_\_ N\_\_\_\_\_  
Planned and O\_\_\_\_\_  
Talk \_\_\_\_\_ me, not \_\_\_\_\_ me

**You have something to offer the audience, so the trick is to focus on the audience. YOU are doing your audience a f\_\_\_\_\_!**

**Good Speakers use a standard speaking format.**

Tell 'em W\_\_\_\_\_ you're gonna tell 'em  
Then T\_\_\_\_\_ 'em  
Then Tell 'em what you T\_\_\_\_\_ 'em!

I \_\_\_\_\_ + B \_\_\_\_\_ +  
C \_\_\_\_\_

**Introduction**

1. Attention Getter (Always F\_\_\_\_\_)
2. Main Idea (thesis)
3. Credibility (optional)
4. WIIFM (Why should I listen? Why should I care?)
5. Preview



**Attention Getters**

- Basic n\_\_\_\_\_
- Story, anecdote
- A\_\_\_\_\_, interaction
- Humor (relevant and \_\_\_\_\_)
- Questions
- Qu\_\_\_\_\_
- S\_\_\_\_\_ fact or statistic

## BODY

- Sometimes just o\_\_\_\_\_ main idea
- 3-5 min. presentation keep to maximum of three (3) s\_\_\_\_\_, related points
- Interrelated and Simple is k\_\_\_\_\_
- Repeat and R\_\_\_\_\_
- S\_\_\_\_\_ are what we remember
- Keep Preview sequence
- Avoid INFORMATION
- O\_\_\_\_\_

Use S\_\_\_\_\_ (1st & 2nd, 5 Truths, first base)

- L\_\_\_\_\_ at yourself
- Hold questions? Hold handouts?
- "I don't know" is O\_\_\_\_\_!



## CONCLUSION

- NEVER add n\_\_\_\_\_ material in conclusion
- Restate WIIFM
- S\_\_\_\_\_ (usually follows Preview format)
- Leave audience with C\_\_\_\_\_ ( same attention devices)
- Return to intro can be effective
- The secret to a great ending is D\_\_\_\_\_
- P A U S E for effect



*Speaking is 10% skill, 90% confidence*



Myth: Good speakers don't have stage fright

Truth: Get your butterflies in f\_\_\_\_\_.

Myth: Great speakers are born, not made

Truth: Speaking is a S\_\_\_\_\_.

Myth: Everyone must like me/my presentation

Truth: Not p\_\_\_\_\_...H.A.L.T as example

**H.A.L.T.**

H \_\_\_\_\_

A \_\_\_\_\_

L \_\_\_\_\_

T \_\_\_\_\_



*Do you remember my promise?*

