How to speak

Speak from belly; 3D sound

Speak louder; don’t rely on microphone

Having energy; variation

Microphone: 45 degree angle; distance: subject to adjustment

Not cover body with elbows

Speaks slowly; people can hear the syllables correctly and clearly

Where to look

Look at forehead (if scared for eyes)

Make sure giving everybody eye contact; automatic fans

How to move

Stand: Not behind the podium; take one steps out

Next to the slides and podium; another direction of the screen (risky, advanced)

Portray confidence; smile

Body language: open

Hands: not in pocket. Better: palm facing the audience

How to manage time

Not running out of time! Or: negative emotion

Set Milestones

How much time each slides

Write a Verbatim Script: word by word. Allow for some extra time

Practice with a Timer

Get Cues as Backup

Structure:

Hook: Interested

Problem

Solution

Business

Case

Process & Details

Next Step

How to handle questions from the audience

Why asking; How I want it feel

Forget what to say: script

Ran out of time

Received a question I didn’t understand: ask

Received a question I didn’t know the answer to: no lie; not to change the attention