

## C1 英语演讲训练1

### 英文演讲的十大要素

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##### 1: Maintain eye contact while presenting and smile

- In order to give each of your listeners the feeling of being important and to make them feel personally addressed, it is particularly important to maintain eye contact with the audience during the presentation. Not only does this exude confidence, but it also helps your audience to connect with you and your subject. It also helps you feel less nervous.

##### Here's what can help:

- Find someone in the audience who seems to be genuinely interested in the topic and is listening attentively (for example, your lecturer). Make eye contact with this person at the beginning of the presentation. Once you start feeling calmer and more confident let your gaze drift over the audience to address the other listeners as well. Keep returning your gaze to the initial person to stay calm throughout the whole presentation.
- Another alternative is to find a fixed point in the room (preferably on the wall behind the audience) which you fix at the beginning of the presentation. Similar to the first example, after you have achieved confidence, you can let your gaze wander over the audience and return to the previously selected fixed point again and again.
- Don't look at the screen!
- Don't look at the floor!
- Don't just look at your index cards!
- Don't just look at the laptop!

## 2: Use of gestures and facial expressions

- To emphasize the content of your presentation, it is advisable to use appropriate gestures and body language to get your message across. Avoid crossed arms, hands behind your back, or in your pockets during a presentation.
- Always stand up straight and try not to appear tense or stressed. You can do that by using your hands and arms to emphasize what you are saying and get your message across.
- Your facial expressions should always be friendly and open. Smile and show that you enjoy the topic and you are confident in the information you are presenting.

## 3: Be prepared: Practice makes perfect

Here are some ways to help you prepare for a presentation:

- Rehearse in front of a crowd
- Take notes
- Time yourself
- Record yourself

## 4: Effective beginning/end

- Good presentation skills can help you in captivating your audience straight away. In order to do that, you should start your presentation with a bang. Many studies show that if you can capture someone's interest straight away, there's a good chance they'll listen to the rest of the presentation. Shock the audience, ask them to imagine something or think of a what-if situation, share a personal story, share a joke, use a quote, or a video. You should also give an overview of the time and structure of your presentation. This outline should run through your presentation so that you can always assign the individual contents to an outline point. It is also helpful for your audience to have the outline displayed in a slimmed-down form during the whole presentation.

- How you end the presentation is as important as how you start it. A weak ending will leave the audience uninspired. But a good ending will motivate them and help them walk away on a positive note. For example, include a call to action, end the presentation with a memorable quote, or a personal story, and don't forget to thank and acknowledge the audience.

## 5: Speak freely

- The headline speaks for itself. To make the presentation as lively and enjoyable as possible, you should avoid reading it off. Speak freely, slowly, and clearly. If you are not yet confident in what you are presenting, try using note cards. But keep in mind: No continuous text, but only short, concise bullet points!
- If you use note cards to support you, it is especially advisable at this point to memorize at least the beginning and end of your presentation, as eye contact is crucial at these points.

## 6: Use effective pauses

- When giving a presentation, you should keep in mind that you have already heard the content several times - your audience probably hasn't! Therefore, give your audience enough time to read and understand the content of your slides.
- Effective use of speech pauses is a master technique. It is one of the most versatile tools in a presenter's toolbox. Yet very few people perform it well. A pause, if used correctly, can add a great deal to your presentation or speech. Pause before, during, or after saying something that you would like to emphasize. Pausing between two different parts of your presentation can indicate to the audience that something new is coming. A quick pause could also help you in remembering your next point, without the audience noticing that you forgot what to say.

## 7: Engage with the audience

- Always try to keep the attention of your audience and keep them engaged during a presentation. To do this, it is advisable to regularly involve the audience. One way

to do this is to ask questions. Deliberately ask "easy" questions so that can easily be answered by your audience.

- Another way to involve the audience in your presentation is by interacting with them. To make a point clearer, you can use an example to explain it in more detail, using a person (whose name you should know). You can address participants directly and refer to their work.

### 8: Avoid filler words

- In order to make your presentation flow as smoothly and confidently as possible, you should avoid using filler words such as "um," "so," and so on. For your listeners, these words convey insecurity and inadequate preparation.

### 9: Be confident

- By appearing self-confident, you convey to the listener that you are confident in your topic and have prepared yourself sufficiently. Try to relax and not appear too stressed or nervous.
- Another tip for advanced speakers: Step out in front of the podium and walk around the room and get closer to the audience. This also exudes self-confidence and helps in attracting your audience's attention.

### 10: Don't fight the stage fright & take deep breaths

- Stage fright is one of the biggest enemies of a presentation, yet you shouldn't let yourself be a victim of your fear. Do not fight it, rather address your fear and try and accept it, and transform it into positive enthusiasm. Don't let your stage fright get you all worked up and nervous. Take a couple of deep breaths to get oxygen to your brain and relax your body.

**经典演讲赏析****TED     Stacey Kramer     The best gift I ever survive**

- Imagine, if you will -- a gift. I'd like for you to picture it in your mind. It's not too big -- about the size of a golf ball. So envision what it looks like all wrapped up. But before I show you what's inside, I will tell you, it's going to do incredible things for you. It will bring all of your family together. You will feel loved and appreciated like never before and reconnect with friends and acquaintances you haven't heard from in years. Adoration and admiration will overwhelm you. It will recalibrate what's most important in your life.
- It will redefine your sense of spirituality and faith. You'll have a new understanding and trust in your body. You'll have unsurpassed vitality and energy. You'll expand your vocabulary, meet new people, and you'll have a healthier lifestyle. And get this -- you'll have an eight-week vacation of doing absolutely nothing. You'll eat countless gourmet meals. Flowers will arrive by the truckload. People will say to you, "You look great. Have you had any work done?" And you'll have a lifetime supply of good drugs.
- You'll be challenged, inspired, motivated and humbled. Your life will have new meaning. Peace, health, serenity, happiness, nirvana. The price? \$55,000, and that's an incredible deal.
- By now I know you're dying to know what it is and where you can get one. Does Amazon carry it? Does it have the Apple logo on it? Is there a waiting list? Not likely. This gift came to me about five months ago. It looked more like this when it was all wrapped up -- not quite so pretty. And this, and then this. It was a rare gem -- a brain tumor, hemangioblastoma -- the gift that keeps on giving.
- And while I'm okay now, I wouldn't wish this gift for you. I'm not sure you'd want it. But I wouldn't change my experience. It profoundly altered my life in ways I didn't expect in all the ways I just shared with you.
- So the next time you're faced with something that's unexpected, unwanted and uncertain, consider that it just may be a gift.