How to speak Spontaneously  
just walk and name the things wrongly  
take the time to listen

Use structures   
  
  
book name  
speaking up without freaking out

Here's the notes I took, hope they are beneficial 1. Have Anxiety under control 1. Greeting Anxiety - Greet Anxiety, say hello to it, it's normal and natural, Take a deep breathe - Anxiety helps us, we just want to manage it 2. Reframing it as a conversation - Use conversational language (Inclusive language) - start with questions in your presentation - reframe presentation as conversation with audience - presenting isn't performing 3. Be in the present moment - bring yourself to present not the future - Be present Oriented - Walk out a building before talk - count number by back

Audience should be comfortable 2. Ground Rules - Get yourself out of your own way, don't be perfectionist - See things as an opportunity not a threat - Improvise - Dare to be dull - "Yes and .. " make it always on your tongue 3. Slow down and listen - You should be in service of your audience 4. We have to tell a story - Never lose audience, you can hook them by a story - you have two structure : 1. Problem → Solution → Benefits 2. What → So what ? (Why) → Now what -Structure sets you free