Public speaking tips

* Body language

Eye contact and smile – one thought, one look

Body posture and position of hands – move to a position, say a message, then move. Don’t just ramble here

Pause at key points, eemphasize and nod

* Dealing with anxiety

You are not looking nervous as much as you feel

You can give a great presenation even when you are nervous. Noone whould know

Practise like crazy. Rehearse weak parts over an over. 95% faults are removed during practiise

Visualize yourself as giving a great presenation, especially the first few minutes

If you are nervous, you are excited

* While making presenation

Know your content very well

Know your audience and your space- do they have screen, pointer, mice

Focus on your message, not on yourself – your purpose is to educate the audience

Never apologize, nobody knows what you forget except you. So keep going!