

Subject: How to wow people with your presentation skills

---



~~~~~

## Self Discovery Newsletter

How to wow people with your presentation skills  
October 2008

~~~~~

In this issue

[Top tips to become a star presenter](#)

[Dress rehearsal - presenting you](#)

Hi Karen

Welcome to the October edition of the Self Discovery newsletter. Thank you to everyone who came to see me at The All Woman Show in Winchester. I had a great day, oh and a busy month too! After spending a week travelling around the country running training courses, I then jetted off to New York for a few days - now back to earth with a bump! - to read more about my month, [visit my blog](#) and please leave me your comments.



To continue the theme to help you to succeed in your career, read on for tips on how you can wow people with your presentations skills. I would also like to introduce my guest author, Min Sandhu, who runs [imaginestyle](#). Read on for her image tips to help you to maximise your presentation skills, look good and make a great first impression!

Also, if you enjoy this newsletter, click below to send it to three of your friends today so they enjoy it too!



I would also like to remind you that I am running two workshops next month - [click here to book your place](#).

Have a great month and I will be in touch again soon.

Best wishes  
Karen Williams  
Personal Development Coach

## Top tips to become a star presenter

---



There are many situations where you need to give a show-stopping presentation. Have you applied for a job and then find out you have to do a presentation, or do you need to make a pitch for a business account? Or have you simply been in a situation where you need to present your ideas to a group of people and persuade them to your way of thinking?

When you are faced with this situation, how does it make you feel? Are you scared you will fall over your words, lose your thread or wish the ground would open and swallow you up? Or do you get butterflies or nerves before standing up in front of an audience?

Well, whether you are a complete beginner or looking to improve your skills, read on for some tips and ideas of what you can do differently.

### 1. Choose your visual aids carefully

When someone is presenting, you take in information in various ways - the words you hear, the way they are said and what you see. Choosing the right media to support your presentation can help you to make an impact with your audience and help them to retain what you have said.

So, what choices do you have?

There is a range of media you can choose. From using complicated technology to a pen and paper - consider what is best for you and the message you are going to deliver.

There is a lot of debate on whether you should use or not use PowerPoint. You may have heard the phrase "death by PowerPoint" and if not used effectively, PowerPoint can detract from the message you are giving to the audience.

Or you could use a flipchart. This gives you the opportunity to prepare it in advance and if you want a prompt, why don't you mark it lightly on the paper in pencil.

Whichever option you chose, use few words, include images and make it simple.

### 2. Prepare the structure of your presentation

When you start to prepare your presentation, there are questions you need to consider:

Who are your audience and what do they want?

What are the objectives of your talk?

What are the key points do you want to make?



Research has shown that people will remember 3 key points from your presentation - what do you want these to be? Structure your presentation around these points and what you want the audience to take from the presentation.

To reinforce your messages, tell people what you are going to tell them during your introduction, reinforce this message during the body of your talk and remind them again at the end!

Then make sure that you follow through and cover these points.

### 3. Practice makes perfect

Practice before delivery. Different people like to practice their presentation in different ways. You could try in front of a mirror, with friends or family, on your own in the living room or even driving your car!

Just in case you need them though, you may wish to have some notes to prompt you during your presentation. But this should be an outline of what you want to say, so make sure it is a bullet-pointed list rather than a full script.

### 4. How to get your message across

So you have prepared your visual aids, have a plan for your presentation and have practiced it over and over again, what else can you do wow your audience? - follow my top 10 tips:

1. When you begin, take a deep breath and then greet the audience. Remember to introduce yourself so they know who you are and why you are the expert in this area.
2. Speak clearly, concisely and remember there is no rush
3. Create rapport with the audience by talking to each member using eye contact
4. Remember that your body language is as important as the words you say
5. Use appropriate visual aids to support you but not as your main focus
6. Keep to your allotted time schedule - either by using a clock or placing your watch in front of you
7. Allow time for questions or you may want to ask questions to the audience to encourage participation

8. Tell people what you are going to tell them, tell them and then tell them again!
9. Avoid moving around too much or reading from your script or slides
10. Use humour appropriately!

What is the toughest thing you face when you make a presentation?  
How would you feel if it was the same next time?

Well it can be different if you want it to be. **To prove how much I want to help you, I have a special offer for you this month** - save a further 20% off one of my coaching packages to the first two people who contact me for help to improve their presentation skills. **Call me today for this offer on 07823 335747!**

**Dress rehearsal - presenting you by Min Sandhu**

~~~~~

Image tips to maximise your presentation skills

The scene is set: Your about to make your debut, the PowerPoint slides are ready, the lights are on and the audience waits with baited breath. You stride out on stage with confidence but what's this? The audience starts to smirk, then giggle uncontrollably and then roar out with laughter - at you!

And before you've even made it to the lectern you look down and realise you are standing there buck naked except for the notes in your now shaky hand. Er, exit, stage right.

You wake up suddenly. Relieved that it's only the classic night before nightmare. However, if you are about to present, whether to an audience of 5 or 500, it would be prudent to pay just as much attention to your physical appearance as you do to the contents of your presentation. If you want to call it a true success, [click here to read on](#) to find out how you can maximise the impact of your presentation by ensuring you are presenting you well..

imaginestyle

Contact information

~~~~~

email: [karen@selfdiscoverycoaching.co.uk](mailto:karen@selfdiscoverycoaching.co.uk)

phone: 07823 335747

web: <http://www.selfdiscoverycoaching.co.uk>

~~~~~

[Forward this email to your colleagues and friends today](#)