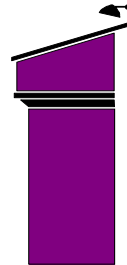


Presentation Preparation Tip Card Sheet

PREPARATION

*“The more
prepared, the
more
spontaneous,
confident and
relaxed you are.”*

*Dorothy Leads,
PowerSpeak*



Here are some tips and ideas to help you prepare for your next presentation.

General Rules

- Know Opening and Close down cold
- The more you practice, the more confident you will be

Methods for Knowing Your Speech

1. Write out speech
2. Audiotape and listen/familiarize while in car
3. Create a pictorial map of key thought chunks
4. Give talk while walking through house
– change room with each new section of talk
5. Use props or story that is metaphor for topic
6. Tell jokes, stories and examples from speech to friends & associates prior to talk
7. Use a logical speech structure:
 - Past to present
 - Priority
 - Pain to pleasure
 - Categorical
 - Compare & contrast
 - Advantages & Disadvantages
 - Ideal versus Reality
 - 1, 3, 6 – One key message, 3 points and 6 examples (2/point)

What To Use As Reference During Talk

- Note cards
- Type written (double spaced) speech
- One page pictorial map
- Outline
- PowerPoint
- Prop

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