

SUGGESTIONS FOR OVERCOMING FEAR OF PUBLIC SPEAKING

1. Know the material well—be an expert
2. Practice the presentation out loud to yourself, family, roommates
3. Record your presentation on an audio or video recorder
4. Establish your credibility early
5. Use eye contact to establish rapport
6. Speak in front of a mirror while practicing (helps with eye contact)
7. Anticipate potential problems and prepare probable responses
8. Check out the facilities in advance
9. Obtain information about the audience in advance (audience analysis)
10. Relaxation techniques—deep breathing, meditate, creative visualization
11. Prepare and follow a full sentence outline
12. Prepare brief and concise note cards to use during the presentation
13. Get plenty of rest the night before so that you are physically and psychologically alert
14. Use your own style (do not imitate someone else)
15. Use your own words—(DO NOT READ)
16. Assume the audience is on your side—no one wants to see you fail
17. Accept fears as being good—energy-giving stress versus destructive stress
18. Practice responses to tough questions or situations
19. Strive for everyday conversational tone in your delivery
20. Follow the standard organization for presentations—tell them what you are going to tell them, tell them, tell them what you told them (preview, elaborate, summarize—or preview, view, review)
21. Create an informal setting if appropriate
22. Avoid caffeinated beverages or foods with refined complex sugars (i.e., candy, cake, ice cream) before giving a presentation. (You will have enough natural adrenaline, no need for artificial stimulants)
23. Avoid milky products such as yogurt, milk, or ice cream. They coat your throat and make it difficult to speak
24. **PRACTICE, PRACTICE, PRACTICE—BE PREPARED!!**