Public speaking: top tips to deliver a presentation with impact

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Your experience of public speaking?

Remember one of your experiences of speaking in public

Think of / write down two words or short phrases that you remember about the experience?
Did you feel cool, calm and collected?
Or stressed out?
Why is that?

Source: Washington Post
Key ingredients

• **Keep it simple:** attention spans

• **Emotion:** something personal / memorable e.g. funny, sad

• Images – lots!

• Time keeping

• Be positive
Prepare yourself

• **Plan:** create a structure for your presentation: beginning, middle and end

• **Know your audience:** who, age, expertise, languages ... tailor

• **Include** in your notes: SLOW DOWN or BREATHE

• **Practice your presentation:** time yourself

  1) Out loud on your own (record / video if possible)
  2) In front of a friend / colleague
Communication

- Visual: 55%
- Vocal: 38%
- Verbal: 7%
Always
Try to avoid
‘Death’ by PowerPoint

Ermm, ummm, uhhhh?!
Turn to the nearest 3–4 people around you – form a small group

Spend **10 minutes** talking quietly about:

- **Introduce yourself**: your name, where you work?
- What do you **personally dislike** about speaking in public?
- What do you **really like** about the best presentations you’ve seen before?
- What **new opportunities** could you consider to practice your skills?

***Nominate 1 person who could share some of your examples to the room later on...practice makes perfect 😊***
Tips: before, during and after

• **Go for a walk:** 10 minutes of fresh air to clear your head up to an hour beforehand

• **Visualise:** somewhere calming

• **Deep ‘belly’ breaths:** count 3, 2, 1 relax, relax, relax

• **Smile and use hand gestures:** release those ‘happy’ hormones e.g. dopamine

• **Eye contact:** look around

• **Place a back-up question:** in the audience
The golden rules
Keep going – it gets better every time ...

• **Opportunities** – personal & work
• **Honest feedback**: colleagues, friends, family
• Watch **TED talks** [www.ted.com](http://www.ted.com)
More help?

• Books:
  
  Garr Reynolds: Presentation Zen

  Carmine Gallo: Talk Like TED. The 9 Public Speaking Secrets of the World's Top Minds

• Courses: public speaking, presentation skills

• Coaching: private coach from £50 per hour
THANK YOU

&

QUESTIONS?
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