

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

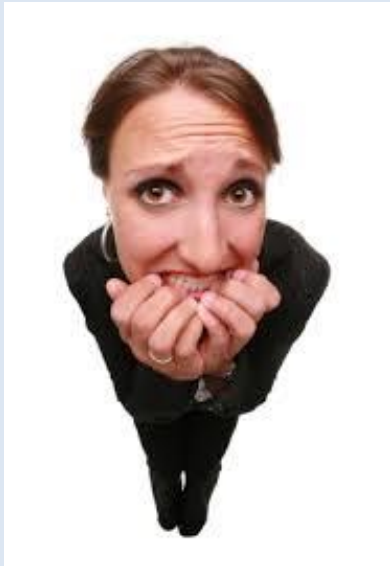
*Think of / write down two words or short
phrases that you remember about the
experience?*



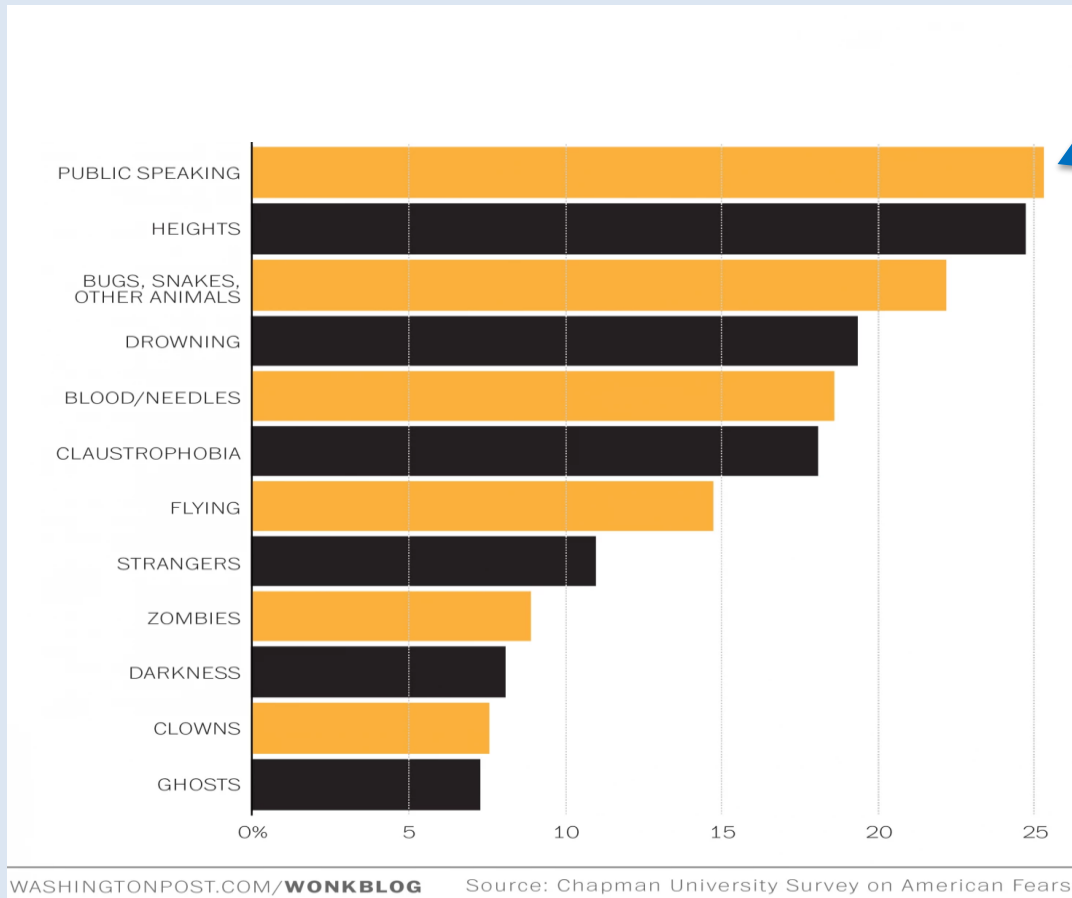
Did you feel cool, calm and collected?



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





Always



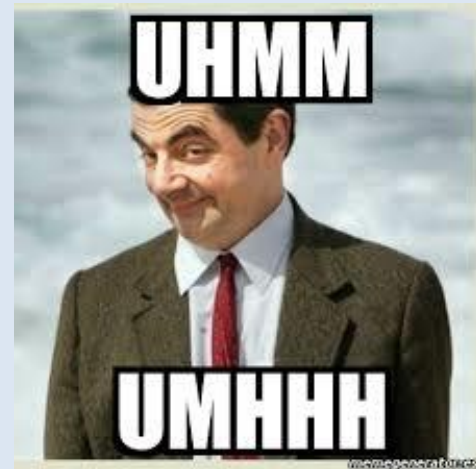
Try to avoid

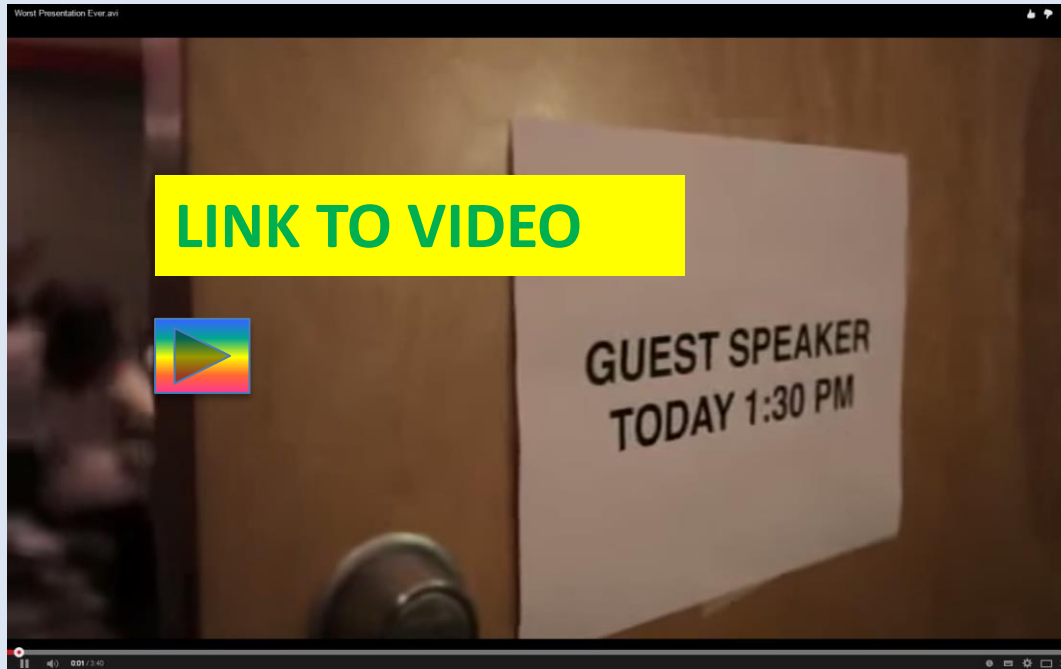


'Death' by PowerPoint



Ermm, ummm,
uhhh?!





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



More help?

- Books:

Garr Reynolds: Presentation Zen

Carmin 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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