



IBM Systems and Technology Group University 2005

Advanced Presentation Skills: Walk and Talk Techniques

Agenda

- **Fear**
- **Voice**
- **Body Language and Gestures**
- **Questions**

Stage Presence Objective

- **At the end of this session you will be able to control your nervousness and demonstrate stage presence techniques through the effective use of:**
 - Body language
 - Movement
 - Vocal variety
 - Eye contact

"I Have To Give A Presentation!!!"



What Are You Afraid Of?



Fear - - Symptoms

Rapid Heart Beat

Upset Stomach

Shaking

Dry Mouth



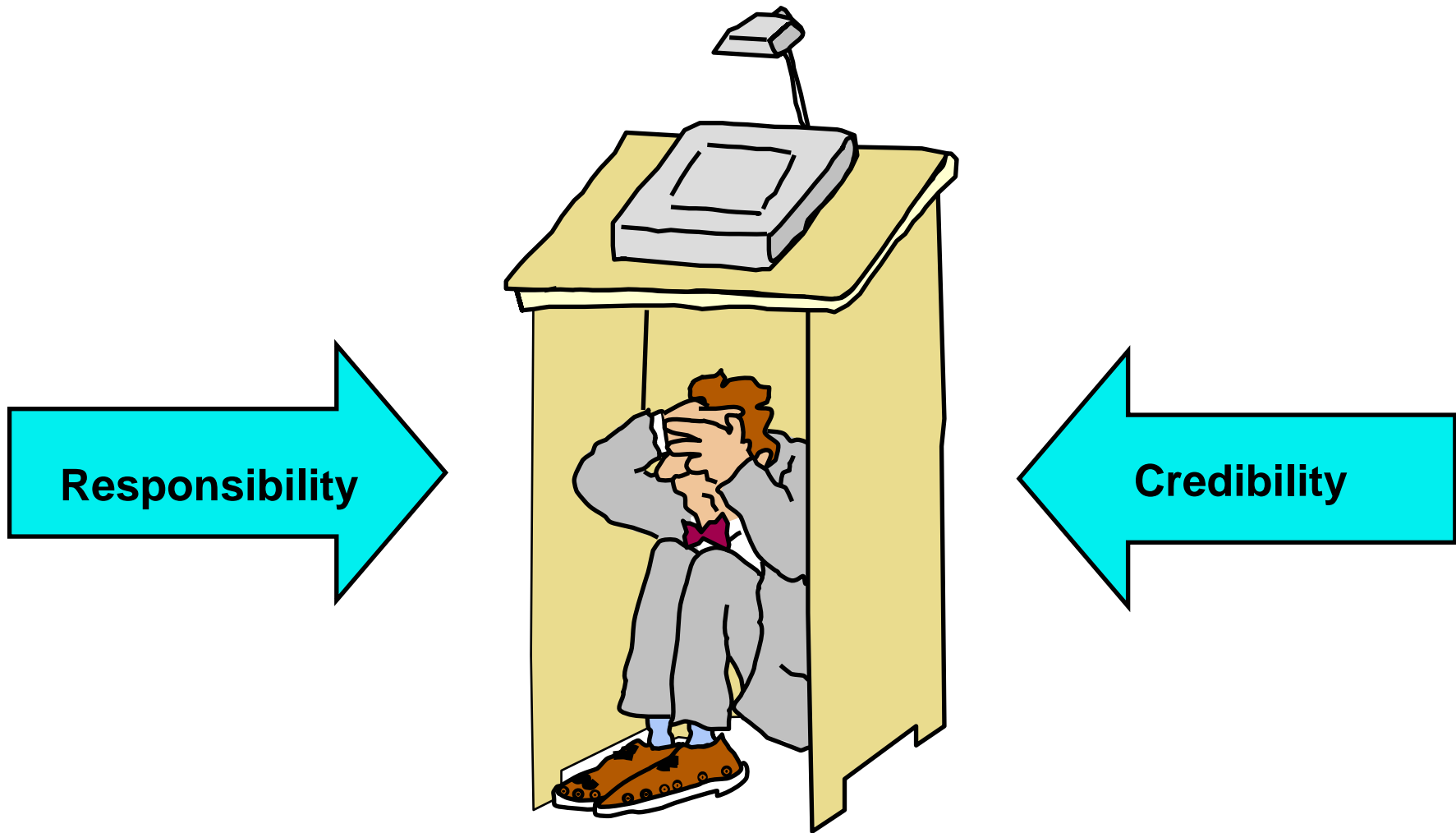
Perspiration

Vomiting

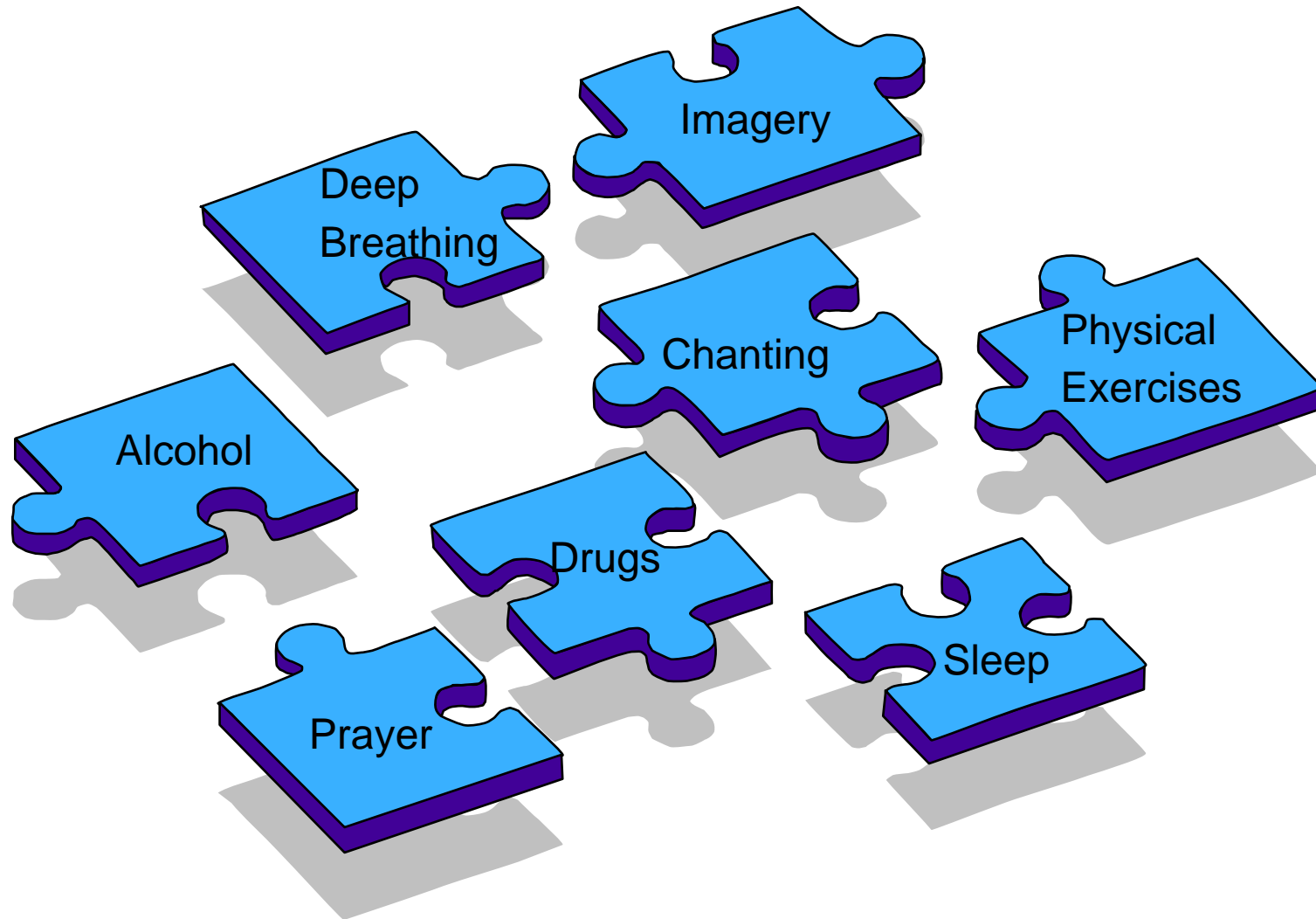
Trembling Voice

Headache

"What's causing me to be afraid?"



May Never Eliminate Fear

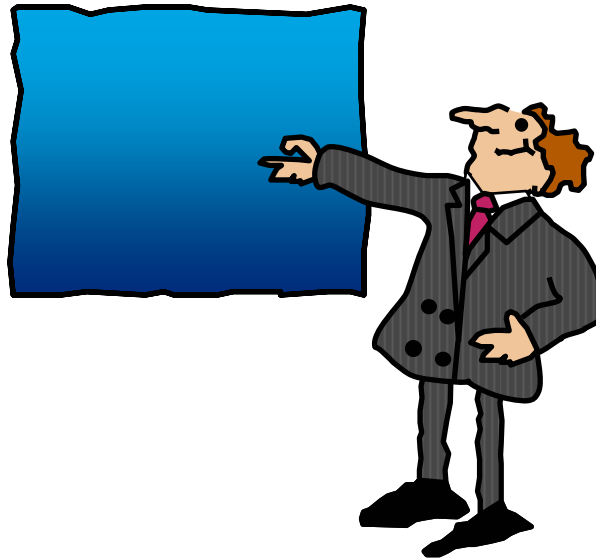


The Chant



Stage Presence

Movement



Eye Contact

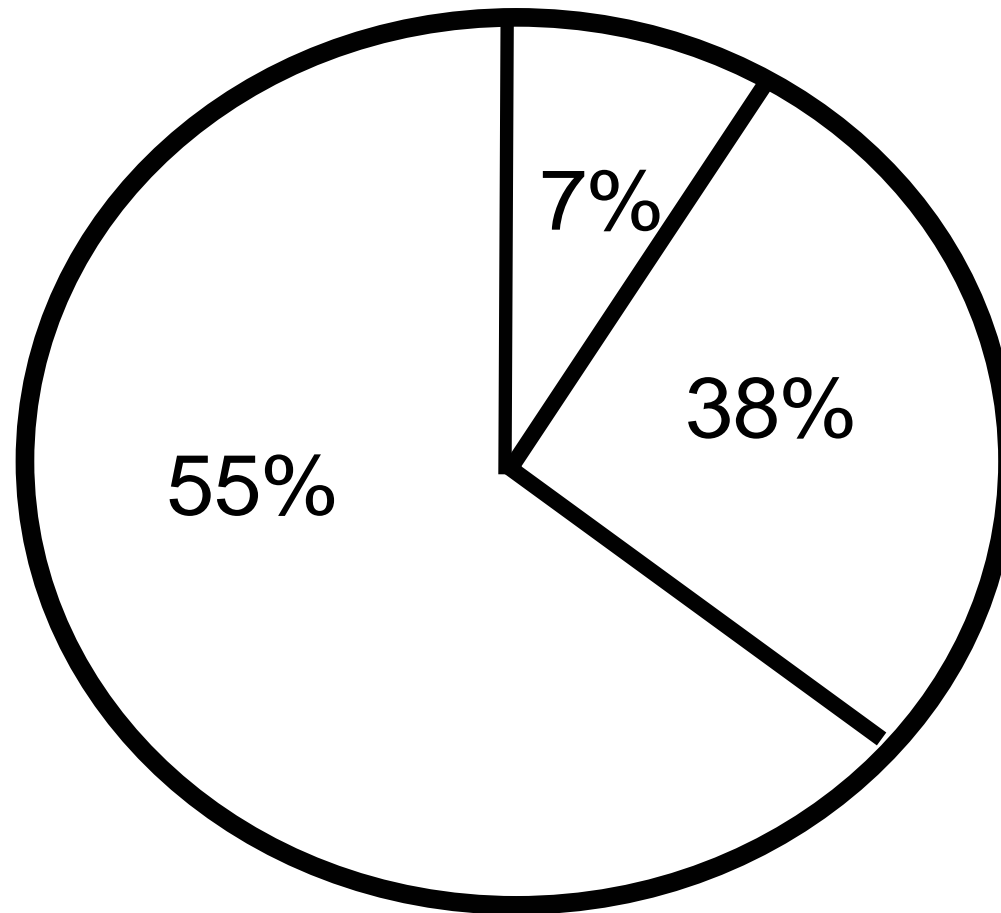
Voice



Gestures

The Transfer of Messages

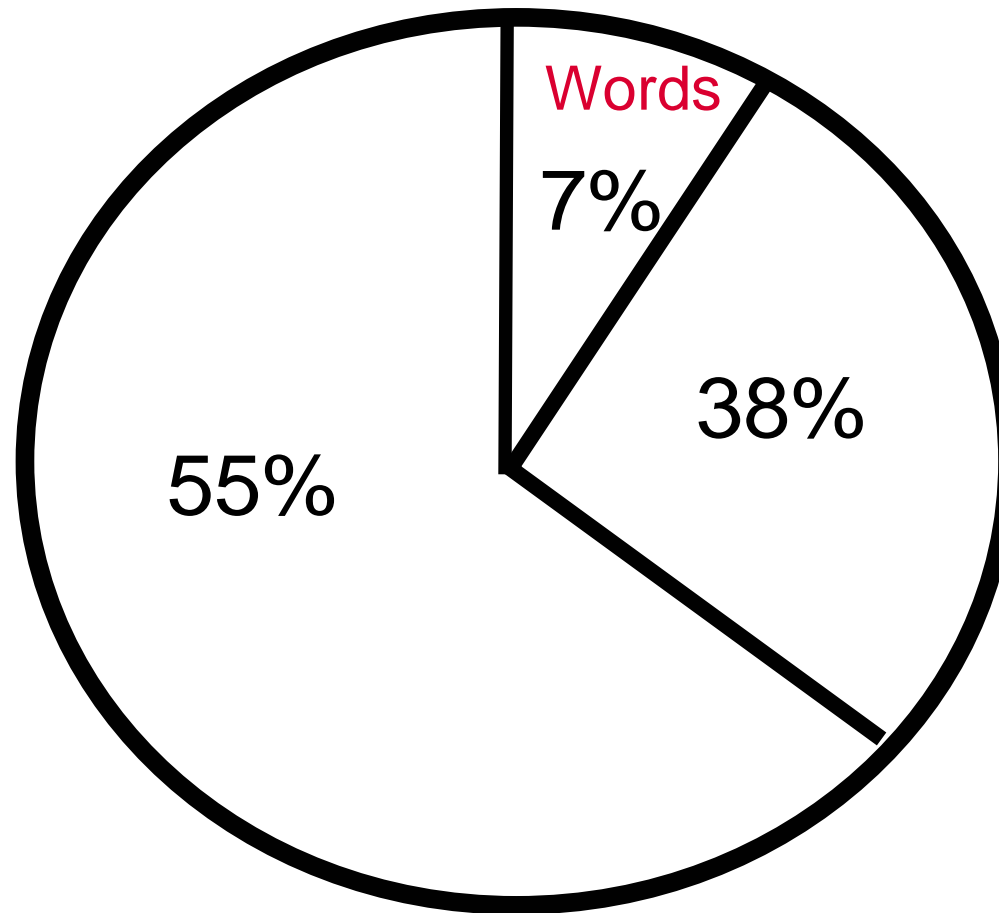
- Tone of Voice
- Words
- Non-verbals



Source: *Toastmasters International*

The Transfer of Messages

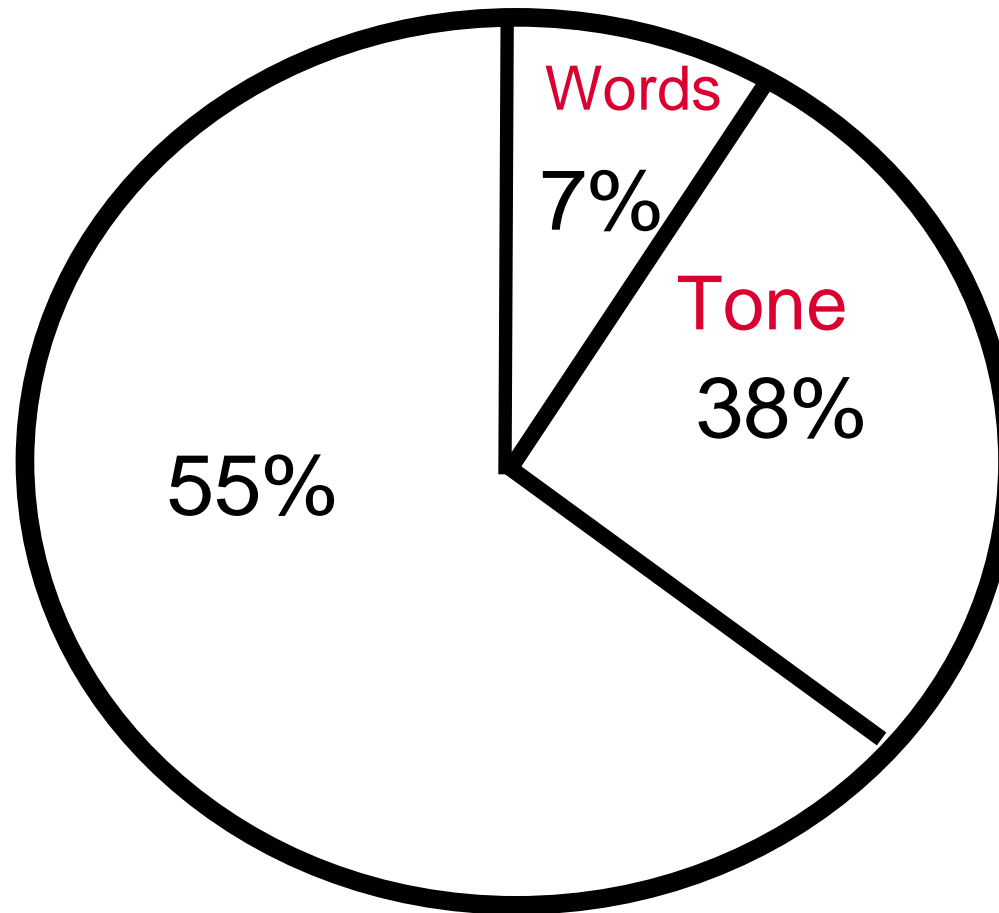
- Tone of Voice
- Words
- Non-verbals



Source: *Toastmasters International*

The Transfer of Messages

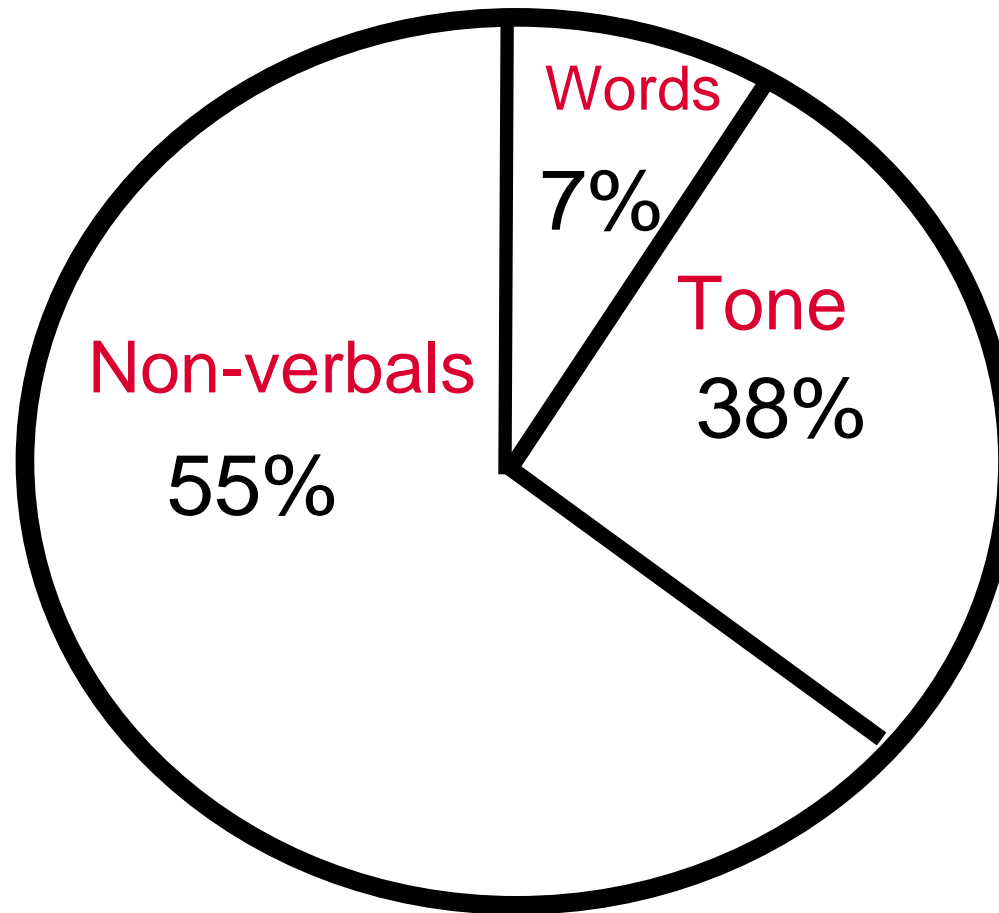
- Tone of Voice
- Words
- Non-verbals



Source: *Toastmasters International*

The Transfer of Messages

- Tone of Voice
- Words
- Non-verbals



Source: *Toastmasters International*

Vocal Image

- **Articulation**
- **Punctuation**
- **Projection**
- **Pitch**
- **Inflection/emphasis**
- **Energy/enthusiasm**



Inflection and Emphasis



Voice Problems

- MONOTONE
- QUALITY
- PACE MONOTONY
- SOFT VOICE
- VOLUME DROP
- MUMBLING

Use vocal variety to keep their interest

The Pause

Eliminate Filler Words:



Use Pauses Effectively:

- ✓ At the end of a sentence or for punctuation
- ✓ To eliminate filler words
- ✓ To search for a point of wisdom
- ✓ To move from point to point
- ✓ For impact and emphasis
- ✓ For drama

The Purposeful
Pause

Gestures and Body Language



YOUR BODY CONVEYS YOUR MESSAGE

Danger Zones: Body Language

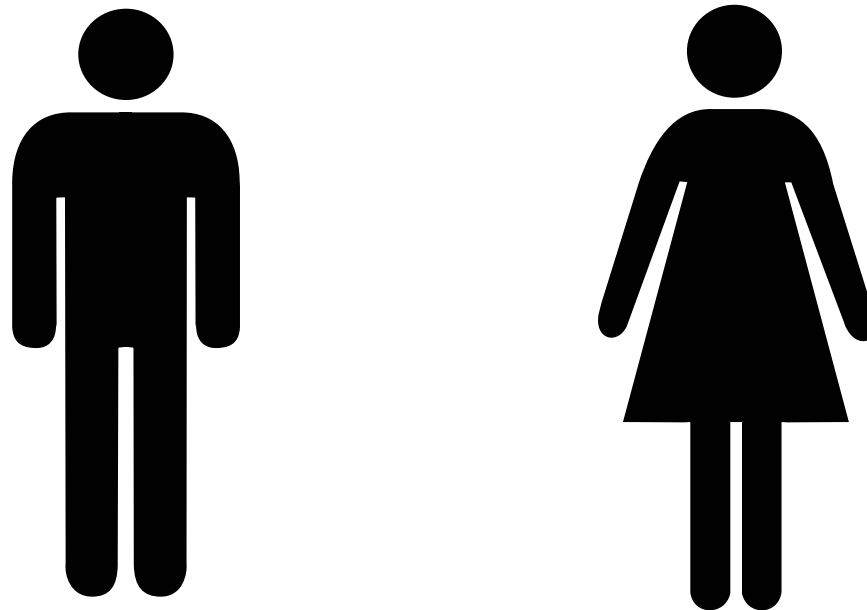
- The Fidgeter
- The Sloucher
- The Rocker
- The Swayer
- The Jangler
- The Fig-Leafer
- The Chart Reader
- The Ceiling and Floor Watcher



Source: Dan & Beth Nisson and Tom Waldenfels, *The Insiders Guide to Great Presentations*

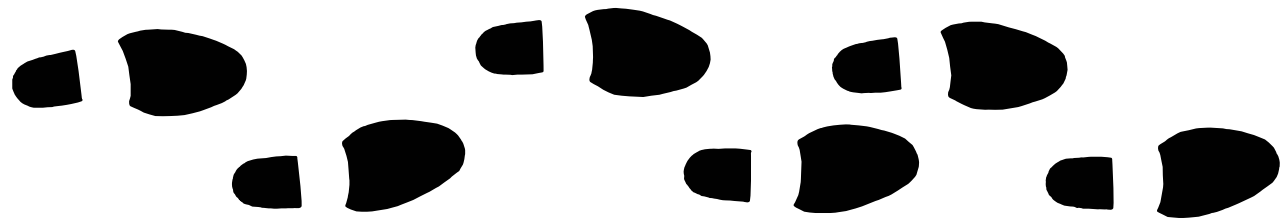
The Power Stance

A comfortable stance with weight distributed evenly and with hands at your sides



Positive examples of body language are steepling or praying hands and open palm gestures

Movement



MOVEMENT IS GOOD - - PACING IS NOT

The Podium



The podium can be useful for holding notes, but can become a crutch for the speaker.

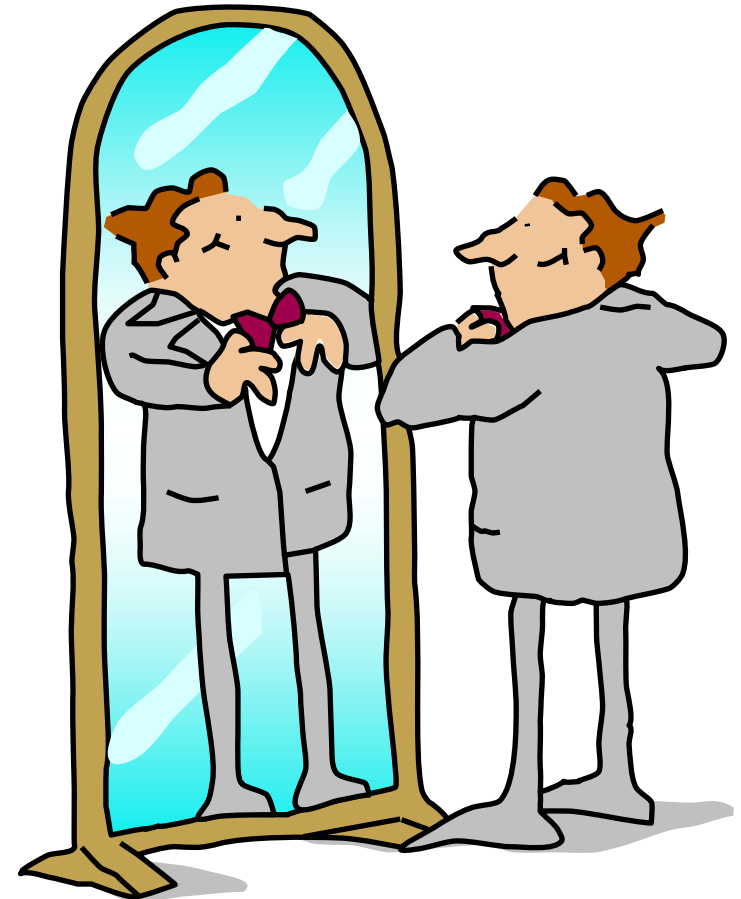
Eye Contact



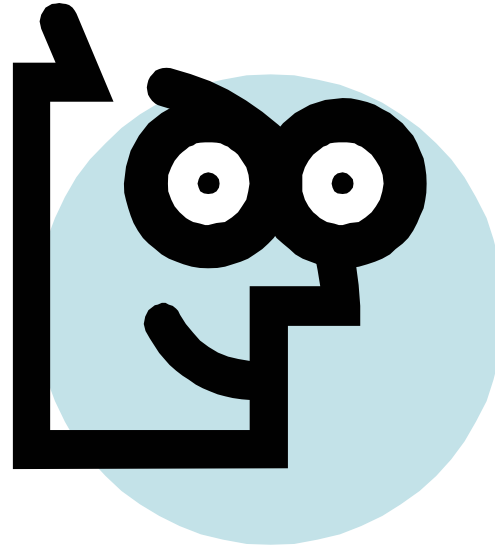
POWER POINTS

Appearance

If you _____ the part,
and you _____ the part,
you then _____ the part.

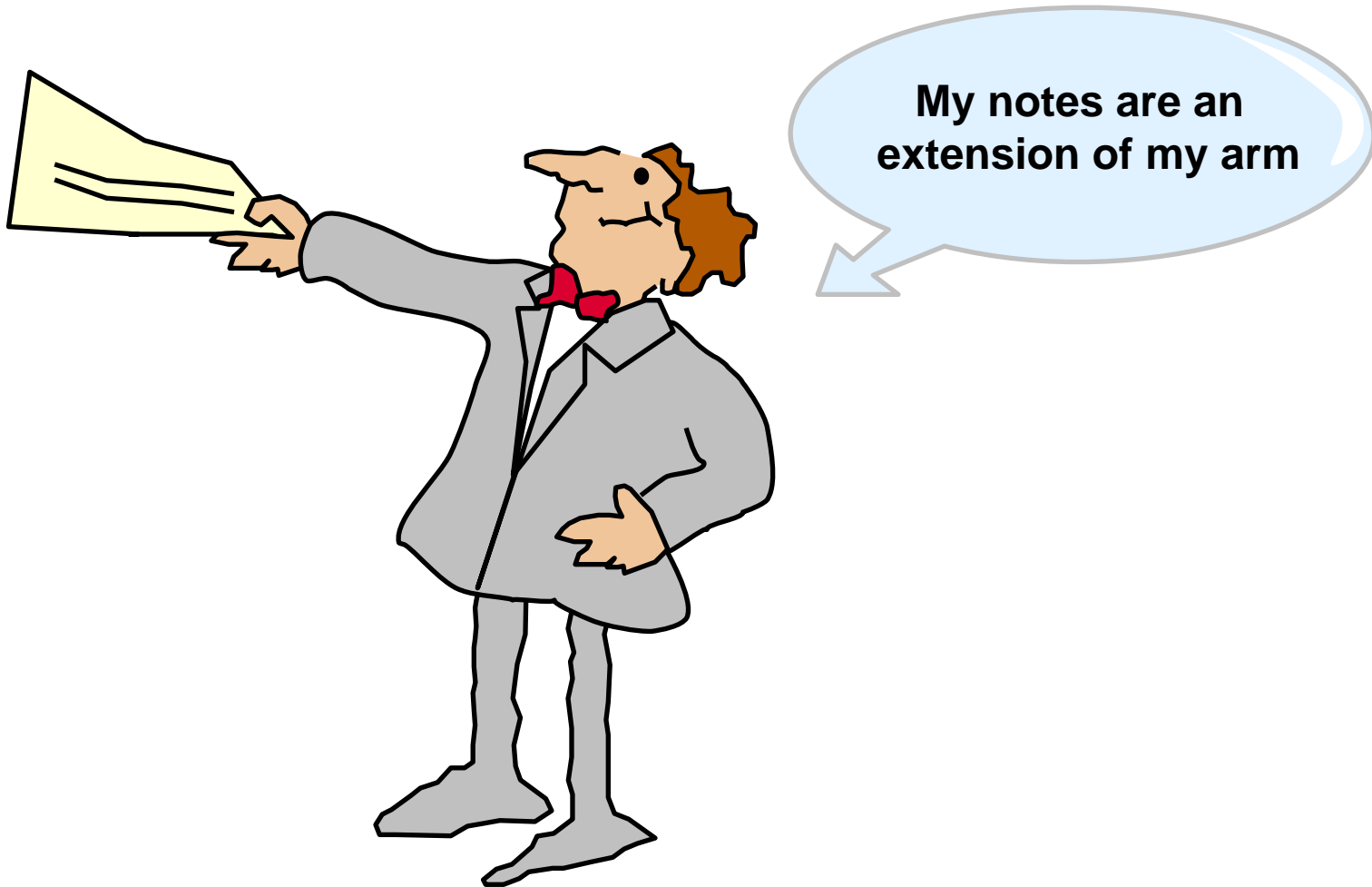


Face Language



The most important facial expression is to _____
when you are presenting in front of an audience.

Using Notes



NEVER READ YOUR ENTIRE PRESENTATION

Summary

- ✓ Control your fear
- ✓ Use vocal variety
- ✓ Practice non-verbal communication

Remember...**you're** the biggest visual up there

Do You Have Any Questions?



References

- ❑ **G. Michael Campbell, *Bullet Proof Presentations***
New Jersey: Career Press Inc.
www.careerpress.com

- ❑ **Steven Mandel, *Technical Presentation Skills***
California, Crisp Publications, Inc.

- ❑ **Dan Nilsson, Beth Nilsson and Tom Waldenfels**
The Insider's Guide to Great Presentations
Georgia: Nilsson Professional Consulting, Inc., 1990

- ❑ **Franklin Covey, *Style Guide***
Utah: Franklin Covey Co., 1999
www.franklincovey.com

- ❑ **Dale Carnegie, Dale Carnegie Training**
www.dalecarnegie.com

References

- ❑ **Toastmasters International**
San Diego, California
www.toastmasters.org
www.toastmasters.com

- ❑ **Patricia Fripp, *Preparing and Presenting Powerful Programs***
www.fripp.com

- ❑ **Dr. William Hendricks, Micki Holliday, Recie Mobley, Kristy Steinbrecher**
High Impact Presentations and Training Skills
National Press Publications

- ❑ **Terri Morrison, Wayne A. Conaway, and George A. Borden, Ph.D.**
Kiss, Bow, or Shake Hands
Published by Adams Media Corporation, 1994
www.adamsmedia.com