



# GIVING A PRESENTATION

By the University Toastmasters Club

# Outline

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**What is public speaking?**

**Preparation**

**Delivery**

**Reflection**



# What is public speaking?

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**Definition: Verbal and nonverbal communication  
toward an intended audience**

*When we give a presentation, we are all public speakers!*



# Preparation

Writing & practicing

# Language Matters

## Who is your audience?

Engage with each new audience differently

Kids vs. Astrophysicists

## What is your message?

What is the goal of the communication?

Is the knowledge you're transferring well organized?

## What words are you using?

Learn your material (but not too well)



# Preparing for Q&A

## **Make a list of potential questions**

**“I’m not sure, but...”**

- ❑ Know where to direct question you don’t have the answer to

## **Be Calm**

- ❑ Pause if you have to gather your thoughts

## **Always be positive**

- ❑ Believe that you can find the answer, even if you don’t know it yet



# Showtime!

Mechanics for speech delivery

# Personality

## **Confidence is Key**

Set expectations ahead of time

Know your material, and don't let others interrupt

Portray through your body language/stage use

Be decisive, in control and energetic!

## **Authenticity matters**

Embrace your own communication style and own it





# What is Your Body Saying?

**Body/feet/posture**

**Face/eye contact**

**Voice: pitch/tone/quality/pace**

***Pro tip: watch the audience's body language***



# After speaking



# Success or Failure

**Get advice from your peers**

**Get specific**

**Focus on results/the big picture**

**Keep trying**



# Final Thoughts

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**Be Prepared**

**Be Enthusiastic**

**Be Confident**

**Have Fun!**



# About Toastmasters

For further practice or information:



**University Toastmasters Club  
Meets: EVERY Wednesday night**

**6:00 – 7:30pm  
TBW 2 (Tory Breezeway)**

**Runs all year long!**

Questions?