

This is an interim document to be revised in 2016

## How to... Take Control of Public Speaking

### In advance:

- Take the contact details of the person organising the event with you so you can contact them in the event you are delayed.
- Ensure you know where you are going and what equipment is available for you to use.
- Give yourself plenty of time to arrive at the venue and set up the presentation/visual aids and any other resources.
- Try to relax - take a few moments before the presentation to clear your mind. Try some deep breathing exercises!

### Speaking Publicly - Body Language:

#### Try not to:

- Walk about unnecessarily - it can be distracting for the audience.
- Pray or plead with your hands - ever so humble!
- Put your hands on your hips. This looks very aggressive.
- Gesticulate too much - as with walking about this can distract the audience.

#### Why not:

- Ground yourself. You may need to walk about as part of your presentation, but otherwise stand with feet slightly apart and with weight equally balanced on each foot.
- Think about what you are doing with your hands. Use them to make a point, but otherwise try one holding the other just under your tummy button.

### Speaking Publicly - Voice:

#### Try not to:

- Speak too quickly (if you can help it!). People will find it hard to understand what you are saying!

#### Why not:

- Vary the tone and pace of your voice. This will make you more interesting to listen to.
- Use pauses to make a point, and give the audience the chance to reflect on what you have just said.

## **Speaking Publicly - Other Points to Remember:**

Try not to:

- Use too many slides - this can make the presentation seem longer than it is!
- Crowd a lot of points onto one slide. The audience could become overwhelmed with the information you are trying to share.

Why not:

- Use slides or visual aids as reminders of what you are going to say and to interest the audience.
- Use the information about Crohn's and Colitis UK that has been given to you but make it your own - use words and language that you are comfortable with!
- Use your presentation to give an overview rather than in-depth representation of the work of Crohn's and Colitis UK.
- **Above all, try to be yourself and enjoy yourself!**

## **Additional Items to Take**

### **Leaflets and Information Booklets**

Some events will ask you to bring leaflets and information about Crohn's and Colitis UK, or you may decide it would be helpful to take some along that are relevant to your audience.

### **Merchandise**

Some organisers may allow you to take and sell Crohn's and Colitis UK merchandise. If you are selling merchandise we will provide you with a small float.

For more information about leaflets and merchandise, please contact the Support Services Team.