Oral Presentations: Confidence and Organization

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Communication Apprehension

• “The human brain is a wonderful thing; it works from the moment you are born until the moment you get up to give a speech!”

- anonymous

• Widespread
• Causes
• Consequences
• Management
Communication Apprehension

• Widespread
  – Apprehensive people
  – Apprehensive situations
  – Apprehensive cultural groups

• Causes
  – Judgment/evaluation
  – Unique situation
  – Unprepared
  – Focus on the negative
Communication Apprehension (cont’d)

- Consequences
  - Physical anxiety
  - Emotional anxiety
  - Unfair perceptions in school, social, and work situations

- Management
  - Be selfless – focus on the audience
  - Over prepare
  - Visualize a positive experience
Dealing With Anxiety

• Know Your Comfort Zone
• Set Realistic Goals
• Be Positive
• Accept Anxiety; Turn *Nervousness* into *Ready*
• Practice
• Learn From Experience
A Tip for Success in Organization

• Intro: Tell them what you are going to tell them

• Body: Tell them (2-3 Main Points)

• Conclusion: Tell them what you told them
Intros and Conclusions

• **Introductions**
  – Grab the audience attention
  – Preview the main points
  – Focus attention on topic
  – Establish your credibility

• **Conclusions**
  – Review main points
  – Come to some logical closure
  – Achieve psychological closure
Making Presentations Work

• Support material
• Concrete language
• Examples
• Personal Experience
• Pathos/ Emotional Appeal
• Visual Aids
• Compare/Contrast/ Analogies
Tips

• Conversational
• Organization
• Practice
• Time Frame
• Personal Experience
• Focus on purpose and keep it narrow
• Accessible visuals
Tips continued

• Gestures
• Voice: rate, volume, vocal variety
• Avoid vocal fillers: *um, like, so*
• Use of floor/purposeful movement
• Smile, have fun, show your passion and personality!!!