

Speak Easy!

A GUIDE TO GIVING THE PERFECT PRESENTATION

OHIO COURT REPORTERS ASSOCIATION
SATURDAY, SEPTEMBER 24, 2016



Real People Real Quality Realtime



MYTHBUSTERS
No Myth Is Safe

Death by Embarrassment



BUSTED



BUSTED

Step One: Know Your Audience

- ▶ What do you want your audience to know?
- ▶ What does your audience already know?
- ▶ How can you gain your audience's attention?



Step Two: Organize



- ▶ The Introduction:
 - ▶ This is possibly the most important part of your speech!

Step Two: Organize

- ▶ The Introduction:
 - **Be dramatic.**



- **Tell a joke.**



Step Two: Organize

- ▶ **Tell a story.** This will make the audience see you as an individual instead of another boring speaker, thus giving you an air of accessibility.
- ▶ **Pose a question.** Asking the audience for their input will make them feel involved, even if you're going to answer your own question.

Step Two: Organize

► The Main Speech – the Topic!

- This is your speech. Everything you want to say should come out here, in an organized fashion.

- **Use a formal outline.** The key point is that you are **ORGANIZED**. The audience must be able to follow your thoughts.



Step Two: Organize

► The conclusion:

- The way you end a speech is almost as important as the way you begin it.



- Tie it all in! Connect the dots!

Step Three: Write

- Writing a good speech is something that people write entire books on. But here are some quick cheat-notes to consider:

- **Vary your word choice.**

- **Get a thesaurus.** Use only words you can pronounce! ☺

- **Keep your tone personal.**

- **Humor almost always helps.**



Step Four: Practice

- The best speakers become effective speakers through constant practice. The main things to keep in mind:

- **Stand in front of a full-length mirror** and try to look like a public speaker.

- **Tape record or (even better) videotape yourself** delivering the presentation.

- **Gather together some friends, family, nuns and pets, sit them down, and deliver your whole spiel to them.**

- **Rehearse small sections of your speech throughout the day.**

- As you improve, **see if you can memorize sections without relying on the notes at all.**

- Once you feel very comfortable with the material, don't be afraid to **ad-lib some parts** when you feel like it.



Step Four: Practice

Incorporate gestures

- ▶ It is not fun to watch a Popsicle; it is imperative that you occasionally use a gesture or two during your speech. Here are some tips for effective gesturing:
 - ▶ **Less is more.**
 - ▶ **Use gestures when using active words.**
 - ▶ **Practice your gestures in front of the mirror** as you rehearse.
 - ▶ And don't forget the most important gesture: to **SMILE**. It makes you look more comfortable and less like a victim in front of a firing squad.



Step Four: Practice

- ▶ Project your voice
- ▶ Include visual aids
 - ▶ Visual aids are not always necessary, but they are good to include if they help you get your point across.



Step Five: Know How to Handle Nervousness

- ▶ **It's just a speech.** Your life does not depend on it (at least not in most cases).
- ▶ "I look better than I feel."
- ▶ "The audience wants me to succeed!"
- ▶ "A mistake will not matter much."

The single best way to have a successful presentation is to prepare properly.

Stage Fright Is Good and Makes You Better Looking Too!

Stage fright isn't the most accurate term for what you are feeling. Most of the fear occurs **before** you step on-stage. Once you're up there, it usually goes away.



It makes your reflexes sharper. It heightens your energy, adds a sparkle to your eye, and color to your cheeks. When you are nervous about speaking, you are more conscious of your posture and breathing.

Stage Fright: Strategies



- ▶ Be extremely well prepared
 - ▶ Be the expert!
- ▶ Organize your speaking notes
- ▶ Absolutely memorize your opening statement so you can recite it on autopilot if you have to
- ▶ Practice, practice, practice. Especially practice bits so you can spit out a few minutes of your program no matter how nervous you are
- ▶ Anticipate hard and easy questions
- ▶ Be in the room early.

Stage Fright: Strategies Cont'd.

- ▶ Don't hold notes. The audience can see them shake. Use three-by-five cards instead.
- ▶ Try not to hold the microphone by hand in the first minute.
- ▶ Use eye contact.
- ▶ Look at the friendliest faces in the audience.
- ▶ Joke about your nervousness.

Tips for a great presentation

- ▶ Speak Up!
- ▶ Slow Down!
- ▶ Be Confident!



What presentations are available for you now?

- ▶ How to Make the Record
 - ▶ *National Court Reporters Foundation and revamped/personalized local presentations*
- ▶ What is Court Reporting and Captioning?
 - ▶ *Personalized small-group, local presentations and presentations tailored to high school markets, veterans, college students, etc.*

Perfect presentation
opportunity!



February 11-18, 2017

How to schedule a presentation?

- ▶ To Bar Associations
- ▶ To special-interest groups
- ▶ To high schools
- ▶ At career/college days

Sample Presentations

Roleplaying
and
Storytelling

Questions?
Comments?

Ready to sign up!?



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