

Present with Impact

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What is the #1 Fear in the Book of Lists?

#1 PUBLIC
SPEAKING

#2 DEATH



Does this ever happen?

- Butterflies
- Faint feeling
- Queasiness
- Sweaty palms
- Dry mouth
- Pounding heart
- Hyperventilating
- Wobbly knees
- Trembling hands
- Memory loss . . .



Overcoming the Dreaded PUBLIC SPEAKING

- Relax
- Take deep breaths
- Use notes if needed
- Memorize the first two minutes
- Visualize success - picture yourself succeeding
- Know the audience
- Be yourself
- Arrive early – set up and relax
- Practice, Practice, Practice – Be Ready



Qualities of an Effective Communicator/Presenter

- Enthusiastic
- Energetic
- Knowledgeable
- Interested
- Confident
- Professional Presence
- High Impact
- Clear Message
- Open to Audience
- Ability to Connect / Build Rapport
- Good Pace
- Animated
- Good Eye Contact
- Poise



Dynamics of Communication

Non Verbal Factors

- Outward Appearance
(executive presence)
- Listening



Dynamics of Communication

Verbal Factors

- Voice & Variety
(*pace, volume, inflection*)
- Language & Articulation
(content, choice of words & proper enunciation)

Non Verbal Factors

- Outward Appearance
(executive presence)
- Listening
- Posture & Movement
- Gestures / Facial Expressions
- Eye Contact



What makes up the impact of your presentation?

CONTENT (what you say) 7%

VOICE (how you say it) 38%

NONVERBAL (body language) 55%

UCLA

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Posture & Movement: Do's

- Hands and arms relaxed at your side
- Weight balanced on the balls of your feet
- Shoulders back and straight
- Head and eyes up - Attentive



Good Posture Reflects...

- Poise
- Confidence
- Professionalism
- Open to audience
- Energy
- Prepared



Gestures and Facial Expressions: Do's

- Start at speakers position
- Very natural
- Animate your body
- Emphasize points
- Smile
- Raise eye brows
- Numbers
- Comparisons
- Directions
- Action words



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Good Gesturing Reflects...

- High comfort level
- Willingness to express yourself
- Your ability to help audience visualize
- Confidence
- Dynamic
- Prepared



Eye Contact

“Most important behavioral skill in interpersonal communications.”



Eye Contact: Do's

- Eye to eye, eye to cheek bone
- Hold for 2-4 seconds (when presenting)
- Hold for 15 plus seconds (when one-on-one)
- Share with the group (no favorites)
- Make it random
- Use as source of feedback
- Connect and involve entire audience
- Be sincere



Good Eye Contact Reflects...

- Sincerity
- Knowledge
- Trust
- Confidence
- Prepared



Vocal Variety: Don'ts

- Monotone voice



Vocal Variety: Don'ts

- Monotone voice
- Fast talker
- Talker / Talker
- Low talker



Vocal Variety: Do's

- Speak up and be heard
- Use vocal variety (high and low)
 - Draw in and out
- Speak with authority



Good Vocal Variety Reflects...

- Conviction
 - Adds clarity to points
 - Adds Impact (*Martin Luther King*)
- Enthusiasm and energy
- Understanding
- Confidence
- Prepared



Language / Articulation: Don'ts

- Use slang words
- Trash / Filler (uhs, ums, like, you know, I mean, well, what not)
- Extended pauses
- Bad words
- Mumbled / Jumbled words



Language / Articulation: Do's

- Speak in full sentences
- Choose the right words
- Expand your vocabulary
- Pause and gather your thoughts
- Practice proper enunciation



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