

# Podcast transcript

## Transcript

**Alice Midmer-** Presenting yourself well.

**Susie** - Tips and techniques to perform even under pressure and to whoever and wherever your audience is.

**Alice** - This is a Speak Out podcast

**Susie** - I think that one of things that works well is if you mix up the sequences by which you introduce yourself it doesn't necessarily have to be at the start you can start with what you really love about your work or what your interested in and what you hope like to achieve. Then where you work and finally your name keep it short and relevant.

**Alice-** I like it when people do that as they tend to get straight into what they want to be talking about.

**Susie-** There interest first.

**Alice Midmer-** Also if you same your name at the end people tend to remember it potentially a bit better.

**Susie-** Always remember the last thing.

**Alice-** For me eyes up and eye contact is really, really key so maintain that good eye contact with whoever is interviewing you or the audience you are talking to is really important.

**Susie- And** to roam around the audience, try to move your gaze even if it's a really large audience to sweep around the room or the field wherever you are so that everybody that's listening in the audience gets that eye contact.

**Alice-** Make everybody feel engaged in what's going on

**Susie-** Speak up talk brightly be positive

**Alice-** Nothing worse than a boring presenter, who's bored by themselves.

**Susie-** Use the energy the nervousness you feel to kind of put some energy into your voice.

**Alice-** But also pace yourself so energy is great but also take your time, so your messages get across, varying the length of response to questions perhaps and using that pace to your advantage.

**Susie-** There is another tip that I've got is to talk personally that means use your personality and your professionalism combined so that your bring in personal interests and human interests to the story as well as cover your professional message and what you've got to offer on the subject.

**Alice-** So that it makes its more memorable I guess, and also people like people so soon as you add that add that added back in it makes it relatable. Being engaging so using a good choice of words and colorful descriptions of activities perhaps adding in some mini stories again that adds the personal side of things as well to help try and create pictures in the listeners minds, paint pictures with the words.

**Susie-** Rhetorical questions can be really good to use as well so you can ask a question and answer it yourself as part of your presentation so that you are leading your audience to follow the thread of where you going with it because you need to think of different ways to sign post the different segments of what you are presenting. You



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can refer to what the audience could, should, be thinking at that moment. What their views are on the topic.

**Alice-** It can help get the audience on side if you know going to come into it from a certain angle and sort of getting that front and center early on.

**Susie-** Another really important element is questions. Sometimes you see speakers after presentations there almost glad their time is up and there isn't time for questions. But actually, the questions and interaction between speaker and audience is the most important opportunity of any presentation because you can go into more detail you can link what you've said and signpost to other sources of information. Else where on the speak out website we've got lots of advice on answering and preparing for tricky questions if there are things that really bother you.

**Alice-** You get a lot of I often hear feedback that peoples most useful part of event or presentation is that chance to question to specifically on different bits they have learnt. And it also helps to cerement learning certain things they have heard throughout the presentation.

**Susie-** And you don't necessarily have time for questions at the end. You may do a quick snap shot in the room ask the audience something or get the audience to ask you something at the beginning part way through, middle and the end it doesn't have to be plough on through and only take questions at the end. You can be a much better presenter and perform much better if you think about how you use these tips and tasks and techniques throughout the presentation.

**Alice-** It can be especially good if you have people's attention for longer period of time and help get that interaction throughout and make people feel involved with what you are doing.

**Susie-** Remember who it's all for your presentation it's for the audience drop the jargon, paint pictures with your description, be concise, never lose your cool and enjoy it.

**Alice-** You've been listening to the speak out podcast.

**Susie-** You can download a summary card of all our top tips from our [Speak Out](#) website.