

# Behaviour during the Presentation



Opening and closing

Body language

Managing mishaps and interruptions

Stage fright?

# Opening and closing

- Big importance
  - At the beginning for the fast forming of opinion by the listeners
  - At the closing what stays in memory-overall impression



- Pay attention to concentrate the previous speaker / take part in discussion
- Take seat in the front

- Wait for the introduction by chairman,
- stand up calm and
- go to speakers place

- Put down your documents
- look at your listeners for a few seconds
- and then START

# Opening and closing

## Opening

- A simple salutation is enough, while necessary to express gratitude for invitation, pleasure to have the chance to present results, ...
- No apologies (time for preparation, acknowledge the introduction as expert, ...)
- Wisecrack is good (humour lightens up the atmosphere), but never obsessive and should fit to the theme
- Write out in full first sentences, if you feel unsure (at an index card), but do not read out

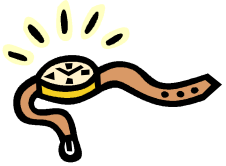
## Closing

- Summary and conclusions at last foil
- Express gratitude to listeners, enjoy applause (not refuse)

# Behaviour during lecture



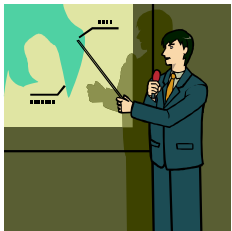
- Eye contact to the listeners
  - Should not pause (brings confidence) - don't look at an imaginary point at the floor or at the end of the room
  - Don't be too busy with slides or PC and manuscript



- Time control
  - Put your watch at the speaker's desk, you can mark time limit with felt pen



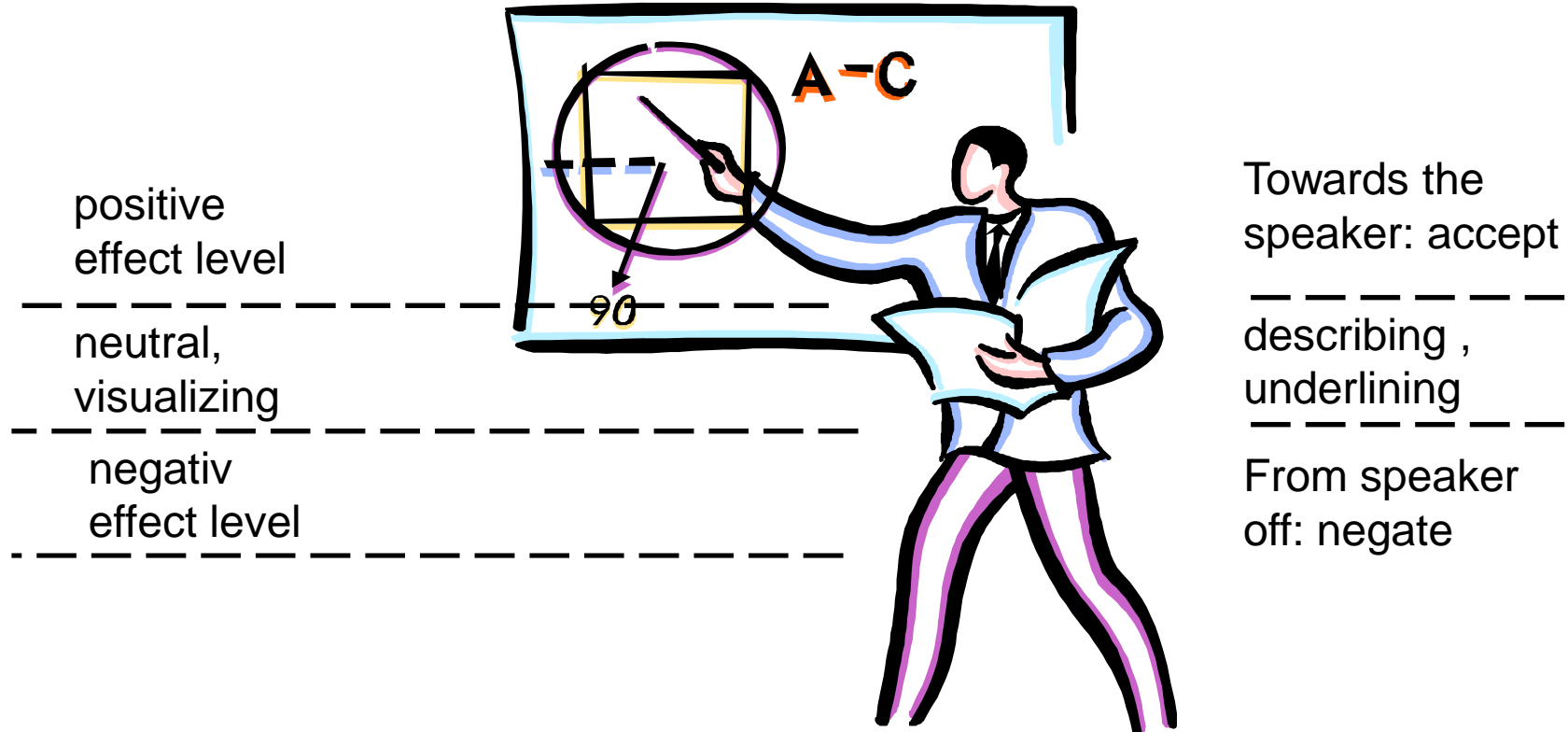
- Moving
  - Good, if you are not only at speaker's desk, but do not pace



- Point
  - Do not point during speaking
  - Take care not to block by your own body
  - Don't turn your back on your listeners

# Body language: non-verbal communication

Standing and gestures are more helpful than just sitting



Take care of your hands!

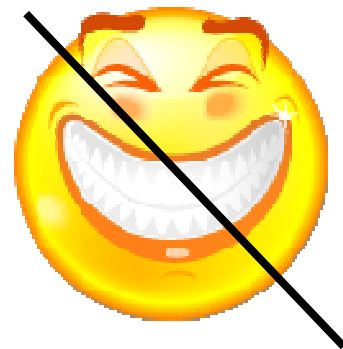
(free hanging, at speaker's desk, into each other in front of the body, in most cultures now allowed: one hand at trouser pocket)

# Body language: gesture

- Gesture should be used sparingly and not studied!
- Authentic enthusiasm and commitment for the theme of presentation feel the listeners spontaneous
- Gestures of insecurity:
  - Fold ones arms (cramped, threatened), cramped hands
  - Pick off at clothing (self-conscious , less self-confidence)
  - Finger at mouth
  - Speaking with low voice („anyway nobody will understand me“)
  - Erratic view, looking down or above in a corner
- Gestures of security
  - Relaxed, free standing
  - Unconstrained arm-movement
  - Face-to-face interaction with listeners

# Mimic

To whom would you prefer to listen?



# Managing mishaps and interruptions

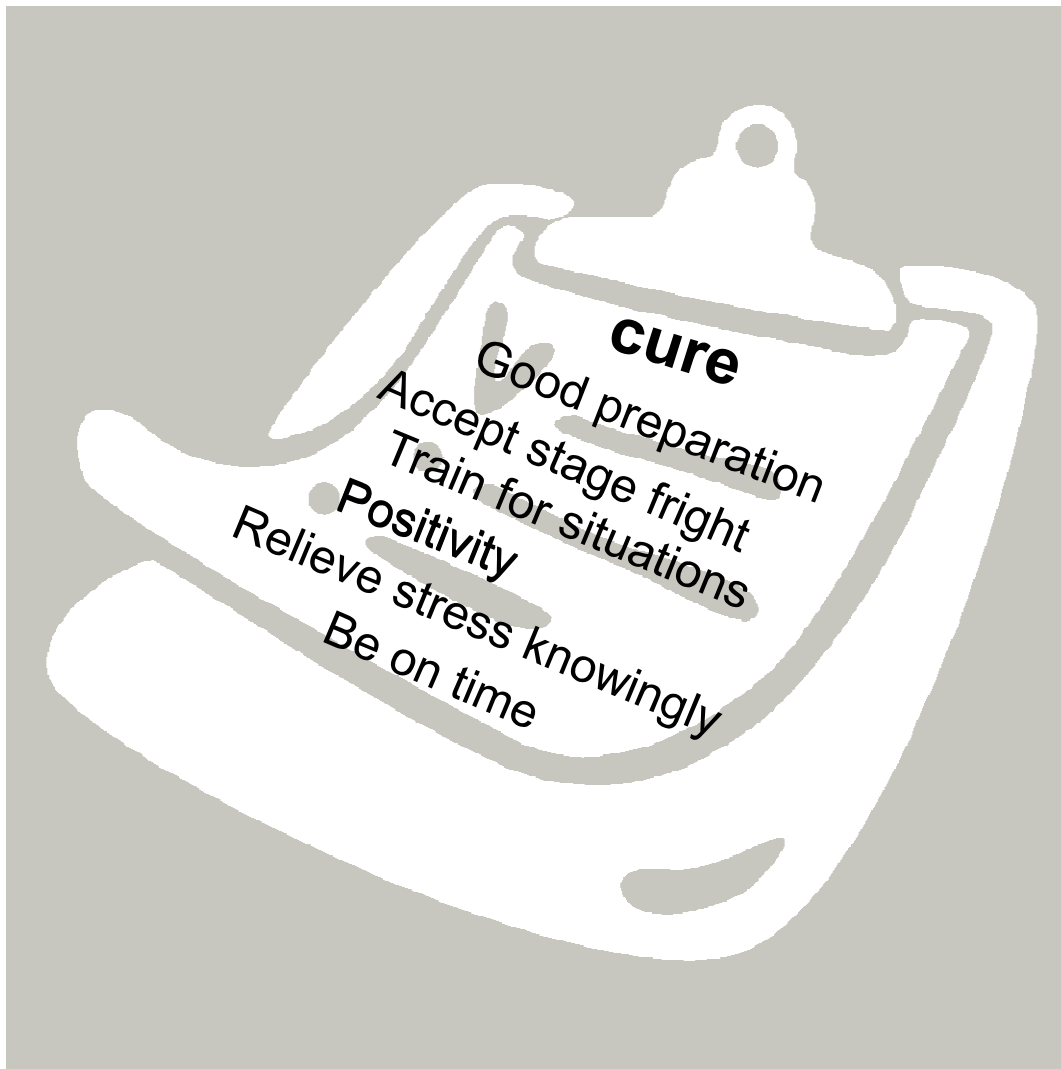
**Keep calm and don't see the mishap tragically!  
Make the best of it and take it as an experience.**

- Technical mishaps (check before!)
  - if only one slide, continue to explain only verbal
  - if total breakdown give back to chairman
- Get blocked (keyword manuscript helps)
  - recapitulate or ignore until the flow is back
- Important word / vocabulary is missing
  - ask for help from the listeners...

# Mishaps and interruptions

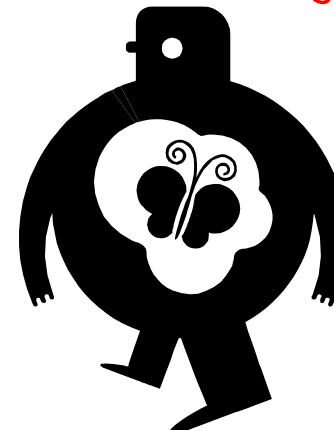
- You can't phrase a sentence to its end like you started
  - bring it to end, start fresh („let me describe it...” / “say it differently..”), acknowledge your mistake
- Interposed questions / note
  - you should answer in time, when there seems to be an explanation deficit
  - repeat question first loud, than answer
  - refer to discussion or later on explanation in your speech
- Disturbances by the listeners
  - don't speak up, better more quiet or break
  - ask if something is unclear

# Stage fright



Sweatings?  
Increased heart rate?  
Tensions?  
Headache?  
Stomach pain?

*Diagnosis :  
stage fright*



# One word for your way

## Story about Demosthenes

He wasn't a natural as speaker.  
He stuttered and spoke very quite.

But:

HE PRACTICED, PRACTICED, PRACTISED.....

... and became the most important speaker  
in 4th century B.C.)

Use each possibility to practice!

