How to Speak Effectively and Conducting a Meeting or Presentation by Mark Bennett

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There is a presentation round the corner. You have prepared and staged all the necessary details, from the power point presentation to the effective handouts. You have made sure that the presentation is going to be successful and devised a backup plan in case something goes wrong like the power gets disrupted or the power point does not work, when ultimately you realize that how are you going to conduct the presentation.

Yeah, that is right. Most of us are very good in researching and preparing the power point presentation, but the time when we are asked to conduct the presentation, our hands get sweaty and we have butterflies in the stomach. Some of us even start to shiver and stammer while giving a presentation. Sometimes during presentations, lot of ideas pop up in our mind and we start speaking so fast that at times the audience or the listeners just donâ€™t understand and lose their interest in the presentation.

As per a recent research, the failure of a meeting or presentation is not because the power point was bombarded with tons of information that was either insignificant or non-topic related but the presenter was not able to express the ideas or the solutions that were planned. The presenter just gets so engrossed in the fear that at times his or her mind just freezes and he or she feels that the entire point that was just sailing in the mind has got drowned.

Why is that we suffer from this fear of public speaking? Is it a problem within us or because of our genes? To be frank, most people suffer with this fear because of the lack of self confidence. They just cannot come up with the courage to express their views and opinions when they see people just staring at them. Presenters feel that with the penetrating sharp eyes the audience would be criticizing them and mocking them in their mind. Sometimes some people even break down and create a scene ultimately humiliating themselves.

Now the question that comes to your mind is how to overcome or avoid this fear. Well the answer is simple. No amount of therapy and the constant visit to the therapist is going to solve your problem unless you take charge of the situation or your life. Sometimes the therapist may give you solutions that you have already tried or know.

Before going to a meeting or doing a presentation always prepare notes on the topics you want to discuss. You could headline or number the main points that you want to discuss. It will be good to practice in front of a mirror before giving a presentation. Try to make sure that you donâ€™t speak fast and control the flow of ideas that come to your mind; otherwise people may assume that you are blabbering and lose the interest in the presentation.

It is always best to assume that you are going to conduct the presentation to a bunch of simpletons or ignorant people. Well it basically means that donâ€™t think that people who are sitting in the presentation are more learned or experienced that you. Most of the time the audience are those people who donâ€™t know anything about the topic for what the presentation is conducted even though they are your superiors. The basic aim why a meeting or presentation is conducted is because your superiors couldnâ€™t come up with a solution or a better one by themselves, so they felt that it would be best if everyone in the team could club their ideas and the best way to do it is by organizing a meeting or having a presentation.

The next thing after the conducting a presentation, is the piles of questions that is shot at you. This is when most of us get so tensed that at times we know the answer but just get frozen in that spun

of the movement. What you could do is first listen to the question very carefully and analyze what the person meant. Take some seconds to think and start answering in a simple calm manner at a slow speed. As you are speaking you will be coming up with lots of ideas that at times you may go fast and even talk about unrelated things. It is always good to keep yourself calm and ease your mind when you donâ€™t understand a question or know the answer. You could always ask the person to repeat the question if you couldnâ€™t understand and if you donâ€™t know the answer; you could appreciate the person for asking the question and openly accept that you donâ€™t the answer.

Now if you want, you could always watch videos on how to speak properly or without stammering on your TV. A lot of TV cable providers have got such channel in their packages and the offers are quite reasonable like Dish TV Offers that are quite reasonable.

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