

Professional Personal Presentation Skills

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Prepare for the Presentation

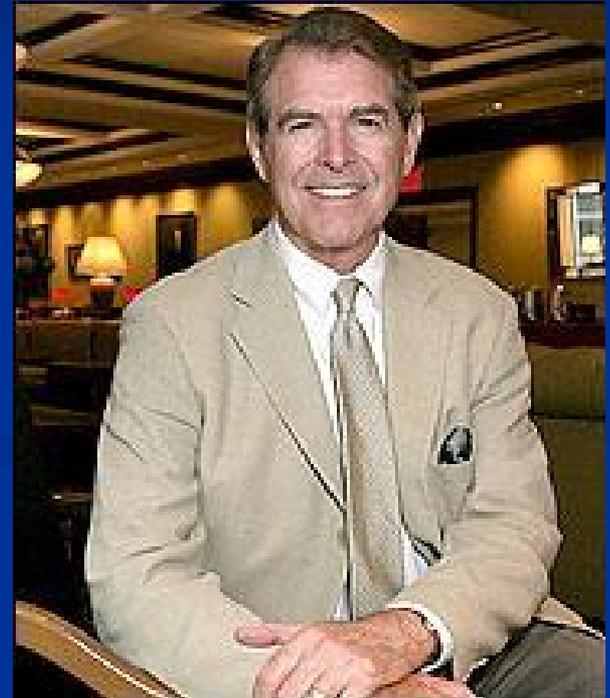


- Know what you want to say, and say it.
- Don't be afraid to admit that you don't know.
- Don't be rushed into answering.
- Don't use professional jargon.
- Find out as much as you can.
- Always dress your part.
- Don't look into the camera.
- Project enthusiasm for your messages.

Kevin R. Daley:

“It's Not What You Say, but How It Sounds”

- Do not read from notes.
- Hands out of pockets.
- Don't shift your weight.
- Gesture with one hand.
- Focus on one member of the audience at a time.
- Don't ever be in total darkness.
- Apply the same rules to one-on-one meetings.



Communispond

Best Speaking Speed



- Between 140-180 words per minute best speed for listener attention and retention
- About 3 words per second (“from now to now”)
- 40 words in 15 seconds
- Slower speed for impact; faster speed for urgency

Do not be untruthful, but also don't feel the need to be hurtful. Do not say someone looks unwell, sick, or tired. This will do nothing to further conversation and only make the person uncomfortable. Remember silence is an option.

(40 words / ~15 seconds)