



# HINTS & TIPS ON GIVING DYNAMIC PRESENTATIONS

## Communication Skills – Your VOICE

### Public Speaking!

This is the number 1 fear of over 41% of people who were asked, “What is the most terrifying thing you could do”? Only 22% were terrified of death. So by simple math 19% would rather be dead than give a presentation!!

But it’s great FUN. And ANYONE can do it! Really!

Before I invested in Public Speaking and Presentations Skills training, I would probably have been in the 19%! I was terrified. My brain just went blank. And my heart rate would probably have sent a heart surgeons bank account palpitating. Sound familiar?

If you’ve already been collecting our **WebHints™** you will have read in #4 about the 3 Vs of communication. WHAT you say doesn’t have a great amount of impact – most people just don’t remember the details of WHAT you say. But HOW you say it, IS important.

So learning how to move from the “CONVERSATIONAL” to the “PRESENTATIONAL” voice is a skill that all presenters at some time will have to come to grips with if

they are going to command authority and have influence over their audience.

What is a “PRESENTATIONAL” voice? Well you’ve heard radio and TV announcers, actors, and probably even some good presenters. They have all learnt how to “PROJECT” their voice. Learnt the ups and downs of voice pitch. To vary the pace. To change the volume to get POWER and IMPACT.

When you create variety in all aspects of your voice, you add a new dimension. The dimension of VOCAL COLOR. Have you ever heard the expression, a “colorful voice”? It means the speaker has learnt to add all the variations of voice control that add the 3<sup>rd</sup> dimension to their speech. They command ATTENTION, RESPECT, AUTHORITY, INTEREST and IMPACT, with everything they say. They can INFLUENCE.

You also have to learn to breath differently. You need a lot of air in your lungs so that when you need to “PROJECT” your voice, there’s plenty of air to get your voice box resonating. You’re turning up the volume on your own loudspeaker – your voice. Many people, when they are in training moving from that conversational voice to the

presentational one, believe they are shouting. That’s because they’re so used to hearing their own voice from only a few inches away (the distance from their mouth to their ears). But your voice has to travel a much longer distance when you present. On our workshops we show you how to achieve this very simply.

Try this important exercise: Breath in for a count of 2, hold it for a count of 2 and then breathe out for a count of 4. Do this a couple of times. Your abdomen should be moving in and out. Now do this for a count of 4-4-8. Again do this a couple of times. Now go for the 8-8-16. Again a couple of times. This is the level you need to reach when you are presenting. It’s very similar for singers and wind instrument players. You don’t want to run out of breath part way through your most important message. And your audience at the back would probably like to hear you too!

It can make the difference between winning the order and coming a close second. “A good try” is not going to achieve your dreams in life!

It isn’t a question of IF you get training, only WHEN. Check out our workshops.

Visit us regularly for more **WebHints™** on giving DYNAMIC Presentations. We hold regular Workshops and Seminars that give you all the secrets of **Giving a Great Presentation.**

Visit our website at [www.baylypresentations.com](http://www.baylypresentations.com) for details of Programs and Products to help you.... **Make sure it’s YOUR presentation they remember!**