

Consulting, Coaching and Curriculum Design

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It is important to appear relaxed and confident when you speak in front of an audience. Here are some tips that might help.

Relaxation Techniques

Think about where you show tension in your body and do some physical exercises to help you relax.

- a. Shoulder rolls - roll your shoulders forward, up, back, and down. Repeat several times.
- b. Head rolls - close your eyes and move your head forward, to the right, back, to the left, and down. When your head is back open your mouth wide and say "ah." This will open up your vocal chords and make you sound more relaxed.
- c. Yawn and say the word "more."
- d. Shake out the tension in your hands

Find a Friendly Face

Before a speech or a presentation, try to make conversation with someone in your audience. Then when you begin speaking, look at that person. Chances are that person will smile at you and it will make you feel more relaxed.

Dry Mouth

When you are nervous you get that dry cotton mouth feeling which is very unpleasant. Drink a glass of water before you speak and if possible have a glass of water with you at the podium. If you don't have access to water, move your tongue against your lips which creates saliva,

Deep Breaths

Before you speak take a deep breath and let it out slowly to a count of 10. This will help slow your heart beat and calm you down.

Smile

It makes you appear friendly and more confident which creates a bond with your audience.