

Planning to Present 10 - Getting it written down

We have reached the stage in the planning of our presentation where we know the things we want to say; how we will sequence these things within the Opening, Body and Close; and how we will illustrate these points with examples, stories and speaker support. The next step is to write down what we are going to say.

1. Write it out. If you don't and you start out with bullet points, hoping to rely on impromptu comment on the day, it's pretty certain that after the presentation is made you'll think of better things you could have said and other ways you could have said it.
2. Write it as you would say it in talking style. The formal writing style of reports, essays, etc. is for reading and when it is presented it sounds stuffy and dull.
3. Write in short phrases. That is how we talk and it also makes it easier to breathe.
4. Exclude multi-syllable words. They may read well in reports but are a potential blight on a dry-mouthed presenter. Why risk fluffed lines? Two or three short words are friendlier to both presenter and audience.
5. Write in the cues or use symbols where you want to pause or give verbal emphasis.
6. If you are planning to present from a script rather than autocue write in large font and double space. Space out phrases on the page for easier following. Start new segments on new pages. This will allow you to lift your eyes and reconnect with your script smoothly.
7. Keep the pages loose so you can place two pages side by side and see what is coming up next. Number the pages!
8. If you plan to talk away from the lectern without autocue monitors (not recommended if you need your script) transcribe it onto A5 cards with a single ring punch fastener.

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