

## DELIVERY TECHNIQUES

Effective use of visual aids can be the key to the success of your presentation. The following techniques will eliminate the need to read the slide or talk to the slide. They will assist you with what you have to say and get you back on track when you lose your train of thought.

### THE 3 T-s

#### TOUCH, TURN, TALK

- ◆ Speak only while you are looking at someone in the audience. Never talk when looking back to the screen, walking back to change the slide or walking back to the screen.
- ◆ When it is time to change a slide, complete your sentence while maintaining eye contact with someone in the audience.
- ◆ Turn around and walk back **silently** to the computer.

#### TOUCH

the appropriate button on the computer or remote clicker to advance to the next slide. Silently read the first bullet point on the slide. Collect your thoughts.

#### TURN

and make eye contact with one person in the audience.

#### TALK

to one person for a complete thought.

## **GET BACK on TRACK**

Have you ever found yourself in any of the following situations?

- ⇒ You are mid-sentence and you forget what to say.
- ⇒ Someone unexpectedly walks in the room and you are surprised.
- ⇒ Something happens in the room, a noise or a conversation distracts you, and you lose your train of thought.
- ⇒ You suddenly remember something you forgot to say and want to go back and say it.

Try these techniques:

### **THE FIVE SECOND STEAL**

- ◇ When you become distracted or forget what to say, stop talking, turn around and walk all the way back to the screen.
- ◇ While you are walking, do not talk. Look to the slide and refocus your thoughts on the bullet point you need to address.
- ◇ Take a deep breath while walking back and clear your mind. Walking back to the screen will take approximately '5 seconds'.
- ◇ Once you have arrived at the screen and you recall what you want to say, turn around, stand by the screen and present your thought.
- ◇ When you feel more settled, walk back out to the audience.

### **THE SNEAK PEEK**

The sneak peek is best used if you choose to move from one side of the room to the other. As you are walking to the other side of the room, look back to the big screen and silently read one or two bullet points. When your thoughts are in order, stop walking, square up to one person and resume speaking.