



Public Speaking Techniques Guide

If you are worried about being nervous when presenting, you are not alone. Presenting or speaking to an audience regularly tops the list in surveys of peoples’ top fears. The concerns below are common. However, you will discover the ECMC College Nights material provides you with the content and support to lessen these concerns by helping you to be prepared, know your material and practice your presentation.

Common Concerns	Tip or Technique
Not knowing the answer	The material is developed to answer the most common questions students and families ask. You can tell the person you’ll find out the answer and get back to them. Also, you can ask the person to send their question to you by email.
Not being able to think on your feet	The material is logically designed so that you will not need to react to a surprise.
Feeling unprepared	Reviewing the content, including speaker’s notes, will quickly enable you to feel confident in sharing the material.
Having a difficult person in the audience	Most sessions have receptive audiences. Review the tips under the “Reading Your Audience” guide for easy methods to manage difficult participants.
Inadequate facilities or faulty equipment	Always be prepared to present straight from the printed handout without the need for equipment.
Losing your place while presenting	A short pause while you find your place gives your audience time to think. Also, consider assigning an exercise or a short break.
Event time management	Be sure a clock is nearby and easily seen so that you can pace yourself. Consider practicing a “dry run” for timing. Ask someone to keep time for you by giving you signals halfway through or ten minutes before the end of each session.
Boring the audience	The materials have been tested successfully for years with hundreds of participants with successful results. You will find the parents and students are very appreciative of the information you share.
Not meeting expectations	Virtually everyone will acknowledge they learned something and appreciate you sharing your knowledge and insight.
Audience doubting your credibility	Using an opener or sharing a story brings home the point that you are familiar with the audiences’ experiences.

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Overwhelming the audience	The content is developed to provide information in a format that is easy to understand. In addition, students and families have a huge appetite for this information as their child starts their junior/senior year of high school. ECMC College Nights are timed to meet students' and families' needs when they are most receptive to learning about going to college.
Telling a participant their understanding of a topic is incorrect	Remind the person that everyone has different experiences, but to see if their thoughts change after you review all the content.