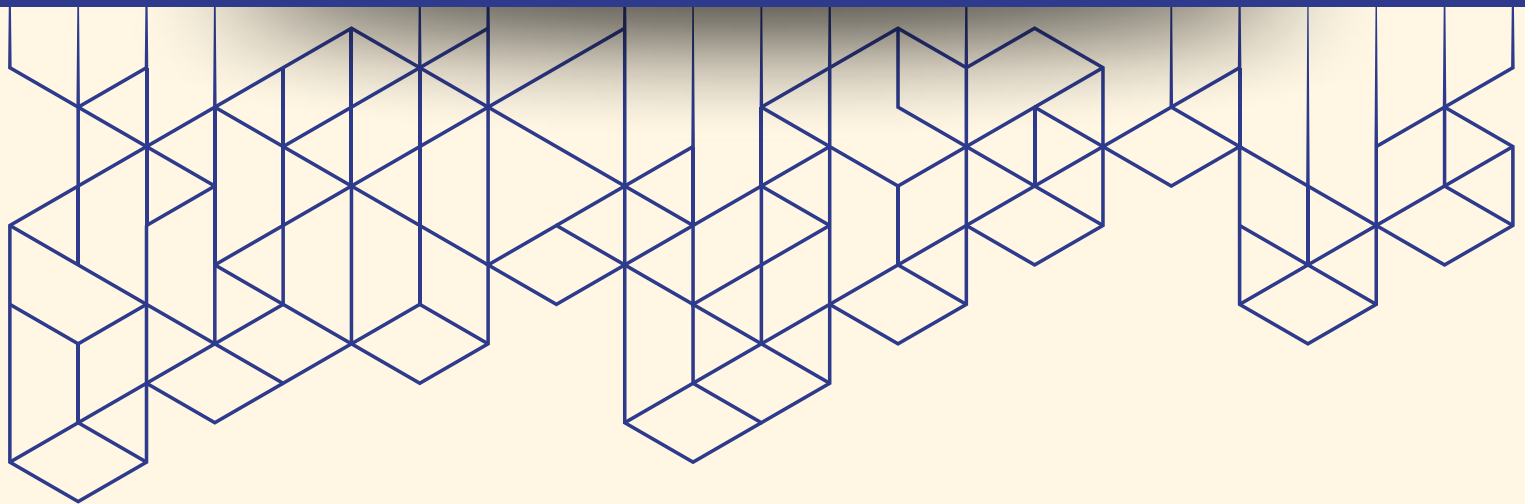


# *From* **NERVOUS** *to* **NOTABLE**

**Speak Like a Pro in 30 Days**



**Nurul Huda Abdul Razak  
Norbahiah Zakaria  
Ng Siow Woon**



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2025  
Politeknik Seberang Perai

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2025

Politeknik Seberang Perai,

Presentation Skills – Confidence Building --

Public Speaking Tips – Effective Communication --

Daily Practice Guide --

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# ACKNOWLEDGEMENT

The journey to mastering the art of public speaking is rarely walked alone. This book, *From Nervous to Notable: Speak Like a Pro in 30 Days*, is the result of collective wisdom, guidance, and support from many individuals who have played a vital role in its creation.

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To every reader—thank you for your commitment to self-improvement. May this book be your stepping stone to becoming a confident and compelling speaker.



# PREFACE

Most people fear public speaking more than spiders, heights, or even the dark. But what if delivering a compelling presentation wasn't a nerve-wracking experience? What if, instead, it became an opportunity—an exciting moment where you command attention, share your ideas with impact, and leave a lasting impression?

From Nervous to Notable: Speak Like a Pro in 30 Days is designed to help you do exactly that. This book takes you through a step-by-step process to transform your presentation skills, whether you're addressing a small group or a large audience. Each chapter breaks down essential techniques—from understanding your audience and crafting a clear outline to delivering with confidence and managing Q&A sessions like a pro.

You'll discover how to:

- ✓ Grab attention from the start with a powerful opening.
- ✓ Keep your message clear and engaging with structured storytelling.
- ✓ Use slides effectively—less clutter, more impact.
- ✓ Master body language, vocal variety, and eye contact to connect with your audience.
- ✓ Manage stage fright, recover from mistakes, and own the room.

This book is not about overwhelming you with theory—it's about practical strategies that you can implement immediately. Each section is designed to be simple, actionable, and effective so that by the end of this journey, you will have the confidence and skills to present like a true professional.

Speaking well isn't a gift reserved for a few—it's a skill anyone can develop. And with the right techniques, you can too. So, let's begin this transformation together. In just a month, you'll go from a hesitant speaker to a confident, engaging, and memorable presenter.

Let's get started!





# Why good presentations

A good presentation is more than just sharing information it grabs attention, makes ideas memorable, and leaves an impact. Whether in school, work, or daily life, clear and confident presentations help you stand out. A strong presentation can inspire, persuade, and connect with people, while a poor one may cause confusion or missed opportunities.

This eBook will guide you through 30 simple yet powerful tips one tip per day to help you master presentation skills in just a month. Follow along, practice daily, and watch your confidence grow!

# #1 Know Your Audience



## Reflection Question

Who is your usual audience?

How would you adjust your style for them?

## 1 Find Your Audience

- Who are they? (Age, interests, location)
- What do they need? (Solutions, entertainment, value)
- Where are they? (Social media, websites, communities)



## 2 Understand Them

- Read comments & reviews
- Use polls & analytics
- Watch competitors

## 3 Speak Their Language

- Match their tone & style
- Solve their problems
- Keep it relevant

## 4 Keep Adapting

- Trends shift—stay updated
- Engage & ask for feedback
- Improve & refine

# #2 Plan your Presentation



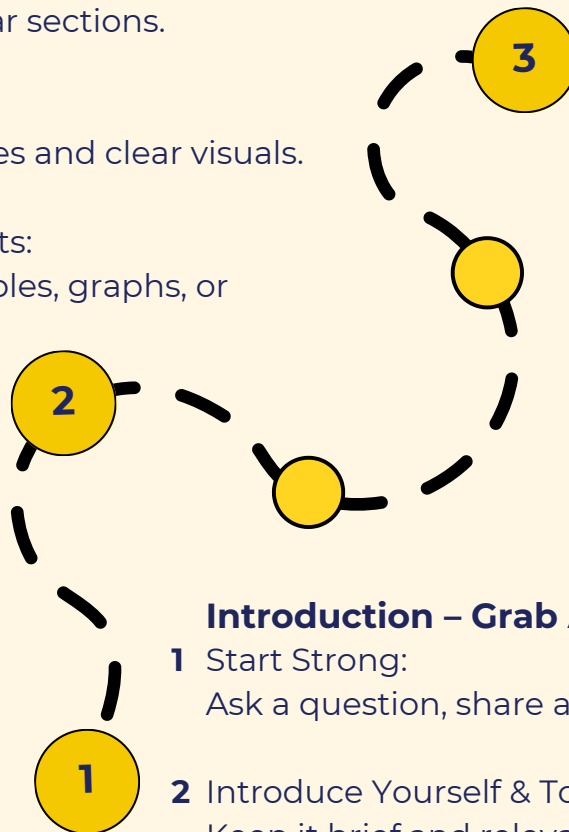
The longest TED Talk lasted over 24 hours!

## Main Content – Organize Key Points

- 1 Break it Down:  
Divide into 3-5 clear sections.
- 2 Keep It Simple:  
Use short sentences and clear visuals.
- 3 Support Your Points:  
Use real-life examples, graphs, or images

## Conclusion – End Strong

- 1 Summarize Takeaways:  
Reinforce key points.
- 2 Call to Action:  
What should they do next?
- 3 Make It Memorable:  
End with a quote or powerful final thought.



## Introduction – Grab Attention

- 1 Start Strong:  
Ask a question, share a fact, or tell a short story.
- 2 Introduce Yourself & Topic:  
Keep it brief and relevant.
- 3 Why Should They Listen?  
Highlight what they'll gain.



# #3



# Keep it simple

## 1

### Use Clear Language

Avoid jargon and complex words.  
Keep sentences short and direct.  
Example: Instead of "Utilize" → say "Use".

### Focus on Key Points

Stick to the main idea.  
Use bullet points instead of long paragraphs.  
Example: Instead of listing 10 ideas, highlight 3 best ones.

## 2

## 3

### Make It Easy to Read

Use simple fonts and enough spacing.  
Add visuals to break up text.  
Example: A clean layout with icons improves readability.

### Avoid Overloading with Information

Less is more—only include what's necessary.  
One idea per section or slide.  
Example: Instead of a big paragraph, use an infographic.

## 4

## 5

### Test for Simplicity

Ask someone to review your content.  
If they get confused, simplify further.  
Example: If a 10-year-old can understand it, it's clear!



Final Tip : Keep It Short & Powerful  
"The best communication is  
simple and direct."  
– Steve Jobs

# #4



# Create a strong opening



## Why It Matters?

- Hooks your audience instantly
- Sets the tone for your message
- Makes people want to listen



A great opening grabs attention and keeps your audience engaged.

## Start with a Hook

- Tell a Story – “Imagine you’re in a room full of strangers...”
- Ask a Question – “What if you could double your productivity today?”
- Share a Surprising Fact – “Did you know 80% of people forget a speech within 24 hours?”

## Introduce Yourself & Topic

- Who are you? (Keep it short!)
- What’s your topic? (Be clear and simple.)
- Why should they care? (Show the value.)

### Example:

"Hi, I'm Alex, a productivity coach. Today, I'll share 3 simple habits to help you finish more quickly!"

## Give a Roadmap

- What will they learn?
- How will it help them?
- What should they expect?



## Pro Tips for a Powerful Opening

- Speak with confidence
- Make eye contact (or engage if online)
- Keep it short and impactful

## Now, Try It Yourself!

Think of a topic you love.

Write a hook, introduction, and roadmap in 3 sentences.

Practice it out loud! 

# #5



# The power of Storytelling

## 1

### **Grab Attention**

Start with a Hook

Make your audience want to listen!

## 2

### **Create Emotion**

Evoke Feelings

Tell a story that makes people feel something

## 3

### **Make It Relatable**

Share Personal Experiences

People connect with real-life stories.

## 4

### **Make It Relatable**

Share Personal Experiences

People connect with real-life stories

## 5

### **Add Conflict**

Introduce Challenges

Great stories have problems that need solving.

## 6

### **Keep It Simple**

Short and Sweet

Don't overcomplicate  
Keep your message clear



People remember stories  
22 times more than facts!

# #6



# Slides design tips

## **Less Text, More Visuals**

- Use short bullet points (max 5 per slide).
- Replace long text with images, icons, or infographics.
- Keep slides clean & clutter-free.
- One idea per slide – avoid cramming too much information.  
If you can say it, don't write it!



Your audience should focus on YOU, not reading your slides.

## FONT

### **Choosing the Right Fonts & Colors**

Fonts: Keep it simple—use only two fonts:

Headings: Bold & modern (Montserrat, Oswald, Bebas Neue)

Body Text: Clean & readable (Open Sans, Lato, Poppins)

## COLOR

### **Colors: Stick to a 2-3 color palette:**

 Blue → Professional & trustworthy

 Orange → Energetic & engaging

 Green → Growth & positivity

 Black/White → High contrast for clarity

- Use contrast for readability (dark text on a light background or vice versa).
- Avoid neon colors or fancy script fonts—hard to read!
- Consistency is key! Use the same fonts & colors throughout your slides.

## ARRANGEMENT

- Data Visualization Made Simple
- Replace tables with easy-to-read charts (pie charts, bar graphs, line charts).
- Highlight key numbers with bold text or a different color.
- Keep data minimal – no information overload!
- Use icons & symbols to represent key points visually.
- Ensure your audience grasps the data in 5 seconds or less.

# #7



# Maintain the focus



Stay on track, keep your message clear, and avoid distractions!

## Set a Clear Goal

Know Your Purpose

What do you want your audience to take away?

## Eliminate Distractions

Keep It Simple & Relevant

Avoid side topics. Stay on point.

## Stick to Key Points

Highlight Your Core Message

Limit to 3-5 main points to keep it sharp.

## Use Simple Language

Keep It Clear & Understandable

Avoid jargon and complex terms.

## Practice

Rehearse to Stay on Track

Practice to avoid going off-topic.



## Pro Tips for Staying Focused

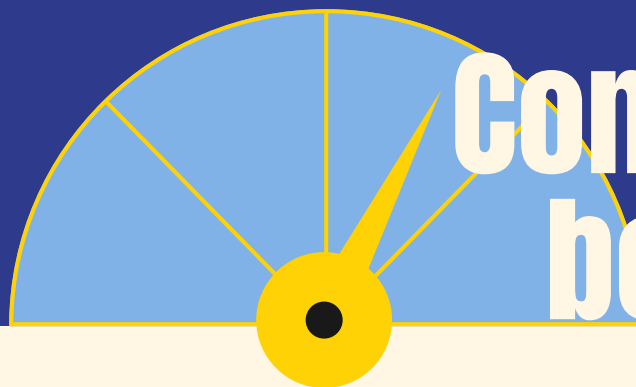
Be Clear on Your Message

Stick to 3-5 Key Points

Keep It Relevant



# #8



# Confident booster

## Power Pose (Body Language)

- Stand tall, shoulders back, hands on hips for 2 minutes before presenting.
- Visual: Side-by-side images of slouched vs. confident posture.

## Practice Like a Pro

- Rehearse multiple times record yourself and adjust.
- Visual: A "before & after" confidence meter (low → high).

## Deep Breathing Exercise

- Inhale for 4 sec, hold for 4 sec, exhale for 4 sec (repeat 3x).
- Visual: Simple breathing cycle infographic.

## Dress the Part

- Wear something that makes you feel good & professional.
- Visual: A confident speaker on stage vs. someone looking unsure.

## Mindset Shift

- Replace "I'm nervous" with "I'm excited!"
- Visual: Thought bubble comparison (negative vs. positive self-talk).

## Use a Friendly Face

- Look at a supportive friend in the audience.
- Visual: Audience with a highlighted friendly face.

## Engage, Don't Just Speak

- Ask questions or tell a short story to hook the audience.
- Visual: A presenter interacting with an engaged audience.



# #9 Body language matter



Stand Tall, Own the Space

Keep your back straight and shoulders relaxed.

Avoid slouching or crossing arms (looks defensive).

## 1 Hand Gestures

- Use open, natural hand movements to emphasize points.
- Avoid fidgeting, hands in pockets, or excessive gestures.

## 2 Facial Expressions

- Smile and match your expression with your message.
- Avoid looking too serious or blank.

## 3 Movement with Purpose

- Walk naturally, don't pace nervously.
- Move to different sections of the stage to engage more people.

## 4 Strong Opening Stance

- Plant your feet shoulder-width apart for stability.
- Avoid shifting weight side to side (looks unsure).

## 5 Use Open Posture

- Keep arms open, avoid crossing them (looks defensive).
- Angle your body slightly toward the audience, not away.

## 6 Mirroring the Audience

- Subtly match their energy and enthusiasm.
- Helps build connection and trust.

## 7 Eye Contact

- Connect, Don't Stare
- Look at different sections of the audience, not just one spot.
- Avoid staring at slides or looking down too much.

## 8 The 3-Second Rule

- Hold eye contact with one person for about 3 seconds, then move to another.
- Avoid darting eyes (looks nervous) or locking onto one person (feels awkward)


## 9 Find Friendly Faces

- Spot a few supportive faces and rotate eye contact between them.
- This helps build confidence and ease nervousness.

## 10 Scan the Room

- Gently sweep your gaze from left to right to engage everyone.
- Imagine drawing an invisible "W" shape with your eyes across the audience.

### Virtual Presentations?

Look at the Camera! in online meetings, maintain "eye contact" by looking at the camera, not the screen. 

# #10 Eye Contact & Smiles



1

## Eye Contact

- Connect, Don't Stare
- Look at different sections of the audience, not just one spot.
- Avoid staring at slides or looking down too much.

2

## The 3-Second Rule

Hold eye contact with one person for about 3 seconds, then move to another.

- Avoid darting eyes (looks nervous) or locking onto one person (feels awkward).

3

## Find Friendly Faces

Spot a few supportive faces and rotate eye contact between them.

- This helps build confidence and ease nervousness.

4

## Scan the Room

Gently sweep your gaze from left to right to engage everyone.

- Imagine drawing an invisible "W" shape with your eyes across the audience.

5

## Virtual Presentations? Look at the Camera!

In online meetings, maintain "eye contact" by looking at the camera, not the screen



# #11

# Vocal variety

1

## Volume Matters

- Speak loud enough for everyone to hear but avoid shouting.
- Lower your voice occasionally to draw people in.

2

## Tone Creates Emotion

- A warm, energetic tone keeps the audience engaged.
- A flat, monotonous voice makes people lose interest.

3

## Pace & Pauses

- Speaking too fast makes you sound nervous.
- Speaking too slow might bore the audience.
- Well-placed pauses add impact and let ideas sink in.

4

## Emphasize Key Words

- Stressing important words makes your message memorable.
- Example: "This is the **MOST** important step!"

5

## Vary Your Pitch

- A dynamic pitch makes you sound interesting.
- A monotone voice makes you sound robotic.

# #12 Be Authentic & Express Your



## Be Yourself

Speak naturally and share real experiences. People connect with authenticity

## Show Your Excitement

Passion is contagious! Use energy in your voice and gestures.

## Speak from the Heart

Focus on your message, not memorized words. Talk like a real conversation.

## Connect, Don't Perform

Engage with your audience, react to their energy, and stay present.



# #13 Time Management

Make Every Minute Count!

Managing time well keeps your presentation smooth, engaging, and stress-free. Here's how to stay on track:

## 1 Plan with Purpose

- Outline your key points and decide how much time each section deserves.
- Keep your structure clear and logical so your audience can follow easily.

## 2 Set Time Limits

- Allocate specific time for the introduction, main content, and conclusion.
- Stick to your schedule to avoid rushing or running out of time.

## 3 Practice with a Timer

- Rehearse out loud using a stopwatch to perfect your pacing.
- Adjust your content if you consistently go over or under your time limit.

## 4 Avoid Overloading

- Less is more! Keep your slides and speech clear, concise, and to the point.
- Trim unnecessary details to focus on what truly matters.

## 5 Watch the Clock

- Have a clock in view or use a subtle timer to keep track of time while presenting.
- If you notice you're behind, adjust your pace smoothly—don't panic!

## 6 Prepare for Q&A

- Leave a buffer at the end for audience questions and interaction.
- If time is tight, answer briefly and offer follow-ups after the session.



**Pro Tip:** If you're running out of time, focus on key takeaways rather than cramming everything in. A strong, clear message is always better than an overloaded one!

# #14



# Master the Art of Pausing

Pauses are powerful! They help you sound confident, stay in control, and keep your audience engaged. Here's how to use them like a pro:

## PAUSE FOR IMPACT

- After an important point, pause for 1-2 seconds to let it sink in.
- This makes your message more memorable and dramatic.

## PAUSE TO CONTROL FILLER WORDS

- Silence feels awkward, but "um," "uh," and "like" are worse!
- Replace fillers with intentional pauses to sound more polished.



## PAUSE TO KEEP ATTENTION

- A well-placed pause draws focus and makes people lean in.
- Use it before answering a question to show you're thoughtful and composed.

## PAUSE TO BREATHE

- Speaking too fast makes you lose impact and breath!
- Take natural pauses to stay relaxed and in control.



 **Want to improve? Record yourself and listen for places where a pause could add clarity, confidence, and emphasis!** 



# #15 Dealing with mistake



Mistakes happen—even to the best speakers! The key is to stay calm, recover smoothly, and keep going. Here's how:



## Stay Calm & Keep Composure

- Pause, take a breath, and reset. Most people won't even notice!
- Smile and move on—confidence is more important than perfection.



## Correct Gracefully (If Needed)

- If it's minor, ignore it and keep going.
- If it's important, acknowledge it briefly, correct it, and continue.
- Example: "Oops! I meant to say 2024, not 2023."



## Use Humor (When Appropriate)

- A lighthearted comment can ease tension.
- Example: "Well, that wasn't in the script!"
- Just keep it natural—don't overdo it.



## Keep Moving Forward

- Don't dwell on the mistake—your audience won't either!
- Focus on your message and deliver with confidence.



**Pro Tip:** Watch recordings of great speakers—even they make mistakes! The difference? They handle them smoothly and keep going.



# #16



# Engage with your Audience

**Grab their attention and keep them hooked!**



## **Ask Questions**

Prompt Interaction

Example: "What do you think about this idea?"

## **Use Visuals**

Support with Images, Infographics, or Videos

Example: Show a picture or infographic to explain a concept.

## **Keep It Dynamic**

Vary Your Tone & Add Humor

Example: Share a funny story to lighten the mood.

## **Share Stories**

Make It Relatable with Personal Stories

Example: "This reminds me of a time when I..."




## **Make It Fun**

Engage with Quizzes or Challenges

Example: "Let's see who can answer this first!"



### **Pro Tips**

-  Speak with Energy
-  Involve Your Audience
-  Keep Things Varied

# #17 Using Humor Wisely



A well-placed joke can make your presentation engaging, relatable, and memorable—but humor is a tool, not a crutch! Here's how to use it effectively:

1

## Keep It Relevant

- Humor should support your message, not distract from it.
- A funny analogy or story related to your topic works best!

2

## Know Your Audience

- What's funny to one group may not land with another. Read the room!
- Avoid jokes that could be offensive, confusing, or too niche.

3

## Timing Is Everything

- Pause after a joke—let people react before moving on.
- Don't force laughs; if it doesn't land, just keep going.

4

## Less Is More

- A sprinkle of humor is powerful—don't overdo it!
- Focus on natural, lighthearted moments, not a stand-up routine.

### Pro Tip:

Not naturally funny? Use storytelling! A relatable or self-deprecating moment can be just as engaging.



### Mini Challenges

Tell a short joke or fun fact to a friend.  
Did they find it engaging? 🗣️

# #18



# Dress for Success

Your outfit sets the tone before you even say a word! Dressing well boosts confidence, credibility, and audience perception. Here's how to get it right:

## Match the Occasion

- Dress appropriately for your audience and setting.
- Formal event? Go professional. Casual talk? Keep it polished but relaxed.

## Stay Comfortable & Confident

- Wear something that makes you feel good and move easily.
- Avoid outfits that are too tight, distracting, or uncomfortable.

## Keep It Simple & Professional

- Stick to neutral or solid colors, avoid loud patterns that steal attention.
- Accessories? Minimal and subtle is best!

## Shoes Matter Too!

- Wear comfortable, polished shoes—you might be standing a while!
- Make sure they match your outfit (no sneakers with a suit!)

## Final Touch: Grooming & Details

- Neat hair, wrinkle-free clothes, and fresh breath go a long way!
- Check for stains, pet hair, or distracting accessories before stepping on stage.



### Pro Tip:

Not sure what to wear?  
When in doubt, it's better to be slightly overdressed than underdressed!

# #19 Using Props & Demonstrations



Props and demos make your presentation more engaging, memorable, and interactive—when used correctly! Here's how to do it right:

1

## **Make It Relevant**

- Your prop or demo should support your message, not distract from it.
- Ask yourself: Does this add value or just take up space?

2

## **Keep It Visible**

- Use props that are big enough for the audience to see.
- If demonstrating, position yourself so everyone has a clear view.

3

## **Practice Handling It**

- Rehearse using your prop smoothly—avoid fumbling or awkward pauses.
- Know when to introduce it and when to put it away.

4

## **Don't Overuse Them**

- One or two well-placed props work wonders—too many can be distracting!
- Keep it simple and let your message stay the focus.

5

## **Engage the Audience**

- If possible, invite audience interaction—let them touch, test, or react!
- A hands-on experience boosts engagement and retention.



### **Pro Tip:**

Test your prop or demo before your presentation—nothing kills momentum like a failed demonstration!

# #20 Effective Note Cards



Note cards can guide your speech without making you sound scripted. Use them wisely to stay on track while keeping eye contact with your audience.



## Keep It Short & Simple

- Use keywords and bullet points, not full sentences.
- Write big and clear so you can glance quickly.

## Organize & Number Them

- Number your cards to avoid mix-ups.
- Use colors or symbols to highlight key points.

## Glance, Don't Read

- Look at your card, then speak naturally—don't stare at it!
- Hold them at chest level, not in front of your face.

## Use Them Sparingly

- Only glance at them when needed to stay on track.
- Practice enough so you don't rely on them too much.

## Test & Tweak

- Try different layouts, fonts, or highlighting methods to see what works best.
- Rehearse with them to build confidence and flow.



### Pro Tip:

If possible, practice enough to use fewer cards! The less you depend on them, the more engaging and confident you'll appear.

# #21



# Handling Stage Fright

Even the best speakers get nervous! The key is to manage anxiety and channel it into confidence. Here's how:

1

## Breathe & Relax

- Take slow, deep breaths to calm your nerves.
- Stretch or shake out tension before stepping on stage.

4

## Focus on Your Message

- Instead of worrying about yourself, focus on helping your audience.
- Remember: They want you to succeed!

2

## Find Friendly Faces

- Make eye contact with supportive audience members.
- Imagine you're talking to a friend, not a crowd.

5

## Practice, Practice, Practice!

- The more you rehearse, the more confident you'll feel.
- Run through your talk out loud and standing up.

3

## Move with Purpose

- Stand tall, take steady breaths, and use calm, controlled movements.
- Nervous energy? Channel it into expressive gestures!

6

## Turn Fear into Excitement

- Your body reacts the same to fear and excitement—reframe it!
- Tell yourself: "I'm not nervous, I'm excited!"



### Pro Tip:

The audience doesn't see your nerves as much as you think! Own the stage, and they'll believe in you.

# #22



# Handling Q&A

Note cards can guide your speech without making you sound scripted. Use them wisely to stay on track while keeping eye contact with your audience.

## Keep It Short & Simple

# 1

- Use keywords and bullet points, not full sentences.
- Write big and clear so you can glance quickly.

## Organize & Number Them

# 2

- Number your cards to avoid mix-ups.
- Use colors or symbols to highlight key points.

## Glance, Don't Read

# 3

- Look at your card, then speak naturally—don't stare at it!
- Hold them at chest level, not in front of your face.

## Test & Tweak

# 4

- Try different layouts, fonts, or highlighting methods to see what works best.
- Rehearse with them to build confidence and flow.



### Pro Tip:

If possible, practice enough to use fewer cards! The less you depend on them, the more engaging and confident you'll appear.

# #23 Importance of strong closing



Your closing is the last thing your audience hears  
make it powerful, memorable, and impactful!

- 1 End with Purpose**
  - Summarize your key message in one strong statement.
  - Reinforce the "why"—why it matters to them.
- 2 Leave Them Thinking**
  - Ask a thought-provoking question or share a powerful quote.
  - Give them something to take away and remember.
- 3 Call to Action**
  - What should they think, feel, or do next?
  - Make it clear, simple, and actionable.
- 4 Bring It Full Circle**
  - Tie back to your opening—create a satisfying conclusion.
  - A well-connected ending makes your speech feel complete.
- 5 Deliver with Confidence**
  - Speak slowly, clearly, and with energy.
  - End with a pause—let your words sink in before stepping away.



## Mini Challenges

Record yourself delivering a closing statement. Does it leave an impact? 🎤



## Pro Tip:

Never end with "That's it" or "I'm done." Finish strong, smile, and own the moment!



# #24 Practice Makes Perfect



Great speakers aren't born—they're made through practice, practice, practice! Here's how to refine your skills:

## **Rehearse Out Loud**

Speaking in your head isn't enough—say it out loud! Practice standing up to mimic real presentation conditions.

## **Record & Review**

Record yourself and watch for tone, speed, and body language. Adjust based on what you see and hear.

## **Get Feedback**

Practice in front of friends, family, or a mirror. Ask for honest feedback and make small improvements.

## **Time Yourself**

Make sure you stay within your time limit. Adjust your pacing—too fast? Slow down. Too slow? Pick up the energy!

## **Simulate the Real Thing**

Practice in the actual room or a similar setting if possible. Use your slides, props, or notes as you would on stage.



### **Pro Tip:**

The more you practice, the less you'll need notes—and the more confident you'll feel!

# #25

# Prepare for the Unexpected

Great speakers aren't born—they're made through practice, practice, practice! Here's how to refine your skills:

## Rehearse Out Loud

- Speaking in your head isn't enough—say it out loud!
- Practice standing up to mimic real presentation conditions.

## Record & Review

- Record yourself and watch for tone, speed, and body language.
- Adjust based on what you see and hear.

## Get Feedback

- Practice in front of friends, family, or a mirror.
- Ask for honest feedback and make small improvements.

## Time Yourself

- Make sure you stay within your time limit.
- Adjust your pacing—too fast? Slow down. Too slow? Pick up the energy!

## Simulate the Real Thing

- Practice in the actual room or a similar setting if possible.
- Use your slides, props, or notes as you would on stage.



**Pro Tip:** The more you practice, the less you'll need notes—and the more confident you'll feel!

# #26



# Common Presentation Mistakes

Even experienced speakers make mistakes! Avoid these common pitfalls to keep your presentation clear, engaging, and effective.

## Talking Too Fast

- Nervous? Slow down and pause.
- Let your audience process your words.

## Reading from Slides

- Slides should support, not replace, your speech.
- Keep slides simple and speak naturally.

## Avoiding Eye Contact

- Look at your audience, not the floor or your notes.
- Connect with different sections of the room.

## Rushing the Ending

- Don't just stop—end with a strong summary or call to action.
- Pause, smile, and exit with confidence.

## Overusing Filler Words

- Replace "um," "uh," and "like" with pauses.
- Practice speaking slowly to reduce them.

## Ignoring Time Limits

- Keep an eye on the clock—don't go over your allotted time!
- Practice to ensure you stay on track.



Spot the Mistake:  
Identify the wrong approach in  
a scenario

# #27 Analyzing Good Presenters



Want to improve your presentation skills? Study the best! Observe great speakers and learn what makes them engaging, confident, and effective.

1

## **Watch & Learn**

Study TED Talks, keynote speakers, or industry leaders. Take notes on what grabs your attention and why.

2

## **Notice Their Delivery**

How do they use tone, pace, and pauses? Watch their body language—confident posture, gestures, and eye contact.

3

## **Identify What Works**

Do they use stories, humor, or strong openings? How do they handle mistakes or tough questions?

4

## **Apply It to Your Own Style**

Don't just copy—adapt techniques to fit your personality. Practice incorporating their best strategies into your presentations.



### **Pro Tip:**

Great speakers never stop learning. The more you observe, the better you'll become!

# #28 Seek & Use Feedback



Great presenters always look for ways to improve! Feedback helps you refine your skills and become more confident.

1

## Ask for Honest Feedback

- After your presentation, ask trusted friends, colleagues, or mentors for input.
- Encourage both compliments and constructive criticism.

2

## Review Yourself

- Record your presentation and watch for strengths and areas to improve.
- Pay attention to body language, voice, and pacing.

3

## Look for Common Themes

- If multiple people mention the same issue—fix it!
- Identify what worked well and build on it.

4

## Make Small Adjustments

- Use feedback to refine your next presentation.
- Improvement is a process, not perfection!



### Pro Tip:

The best speakers aren't perfect—they just keep getting better!

# #29



# Self-Reflection

Great presenters don't just move on after a speech—they reflect, learn, and improve! Take time to analyze your performance and grow.

## Ask Yourself Key Questions

# 1

- What went well in my presentation?
- Where did I feel nervous or uncertain?
- Did my audience seem engaged and responsive?

## Review Your Performance

# 2

- If possible, watch a recording to spot strengths and areas to improve.
- Notice body language, pacing, and clarity.

## Set Improvement Goals

# 3

- Choose one or two things to refine for next time.
- Small, steady improvements lead to big results!

## Apply What You Learn

# 4

- Use self-reflection to adjust and grow as a speaker.
- Every presentation is a chance to get better!



### Reflection Questions

What is one presentation skill you have improved?  
What will you work on next?

# #30



# Final Checklist

Before stepping on stage, make sure you're fully prepared! Use this checklist to polish your presentation and boost your confidence.



- Practice, practice, practice – Rehearse out loud and time yourself.
- Check your slides & props – Ensure everything is working smoothly.
- Dress appropriately – Look polished and professional.
- Hydrate & warm up – Keep your voice clear and energy high.
- Arrive early – Set up, test equipment, and get comfortable.
- Breathe & stay calm – Confidence starts with a deep breath.



- Wing it – Even great speakers prepare.
- Overload your slides – Keep visuals simple and clear.
- Speak too fast – Slow down, pause, and let ideas sink in.
- Ignore your audience – Make eye contact and engage.
- Panic over small mistakes – Keep going, most won't even notice!

**Pro Tip:**

A well-prepared presenter is a confident presenter. Double-check everything, then go shine! ✨

*All the best!*









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