

# 7 WAYS TO PROJECT CONFIDENCE AND WARMTH WHILE PRESENTING

The best speakers find ways to make their speeches feel authentic and authoritative at the same time. Whether you're presenting to a room full of campus leaders, fellow researchers, or first-year students, **here's how to manage your nerves and keep your audience's attention.**



## 1 SPEAK AS IF YOU'RE TALKING TO ONE PERSON

As long as everyone can hear you, let your voice rise and fall, convey emotion, or speed up and slow down, just as you would in a normal conversation.

Average speakers use 5 filler words (like "um" and "so") per minute, but great speakers use just 1 per minute. Instead of using a filler word, try saying nothing—get comfortable with an occasional silent pause.

## 2 REDUCE FILLER WORDS

## 3 TRY TO GET A PREVIEW OF THE LOCATION

If possible, walk around the room, get a feel for the stage or podium, and practice with the microphone and other equipment.

If you don't know anyone, try chatting informally with a few audience members before you go on stage.

## 4 MAKE EYE CONTACT WITH FAMILIAR FACES

## 5 USE SIMPLE LANGUAGE

Research shows that plain language increases your credibility. Convert jargon into everyday words.

Stand in a way that's comfortable for you. Let your body language be open and relaxed.

## 6 BE NATURAL

## 7 MAKE PEACE WITH YOUR NERVES

Research shows that you can't calm your nerves or make them go away. Instead, try to reframe the feeling as excitement. Recognize that nerves are normal and don't have to get in your way.