

presents **TEN tips**

on **Controlling
Nervousness**



1

Know your subject matter...
and your notes.

2

Assess your audience...
to gauge their needs and expectations.

3

Familiarise yourself...
with the venue, equipment and acoustics.

4

Be ready to be called.
Walk with confidence to the lectern, and
place your notes securely.

5

Be still.
Maintain your concentration. Take a deep
breath and exhale - it relaxes the throat and
face.

6

Look at the audience.
Befriend them. Smile or gesture to command
attention.

7

Build platform presence.
Speak in a self-assured, enthusiastic manner to
convince your audience that they need to hear
your message. Be yourself.

8

Give your complete attention...
to each sentence you speak.

9

Pause between thoughts.

10

In conclusion...
smile, gather your notes, and exit with grace.