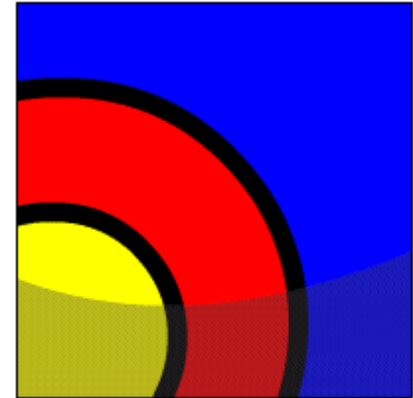


# Overcoming the Fear Factor

### What Will I Learn?

**In this lesson, you will learn to:**

- Describe techniques useful for overcoming the fear of speaking in public
- Demonstrate effective techniques for public speaking
- Apply the rules of effective public speaking to evaluate a presentation





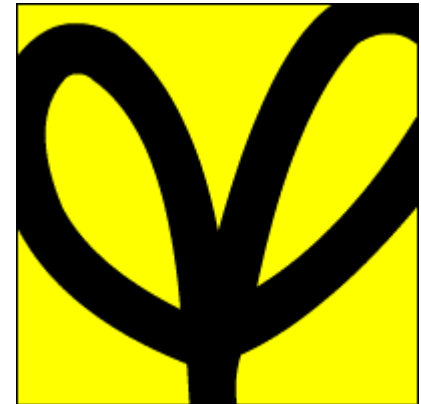
### Why Learn It?

For most people, having to get up in front of a group and talk is a very frightening experience. It's scary because we've really never had a chance to practice it.

Recognizing our fears is the first step in overcoming them.

Discovering your strengths as a presenter will give you confidence.

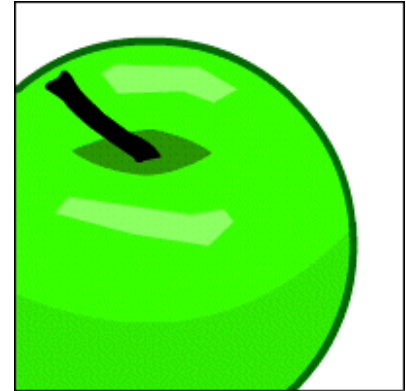
Being aware of your weaknesses as a presenter will help you focus on techniques for overcoming them and improve your public-speaking technique.



### **Tell Me / Show Me**

**Why are most people afraid of public speaking?**

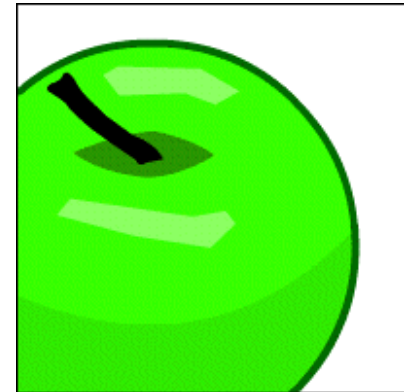
Can you name some reasons?



# Tell Me / Show Me

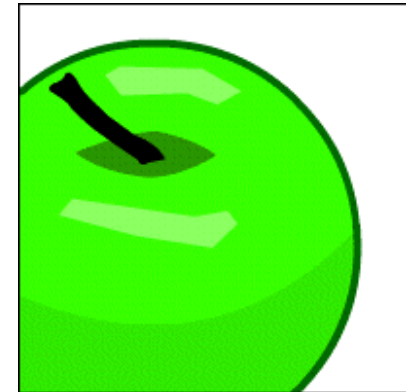
## 10 Techniques for Effective Public Speaking

1. Relax. Give yourself time to take a couple of deep breaths before you begin.
2. Use good posture. Standing up straight conveys a sense of confidence. Poor posture looks sloppy and conveys uncaring and/or weakness.
3. Concentrate on the message. Stay focused on what you want to say. Don't be distracted by things around you.
4. If you are giving technical information, use familiar words. You won't impress with technical jargon that no one understands.
5. Make eye contact. Look at your audience, find a few friendly supportive faces, and use their attention to make your point.



### **Tell Me / Show Me**

6. Do not apologize. Don't make excuses for not being ready. Your audience does not know that you forgot one of your charts or didn't get a final graph completed. Present what you have with confidence!
7. Forget ever being perfect. No one is perfect. Just be enthusiastic and pace your presentation to avoid being rushed at the end if time is short. Practice beforehand.
8. If you are using a prop/pointer or remote control, don't fidget or wrap the cord around your finger over and over.
9. Keep your hands out of your pockets.
10. Dress well on your presentation day. You want your audience to hear your message, not read your t-shirt or figure out the dangling-earring symbol in your ear.



# Tell Me / Show Me

## IOUG Case Study Presentations

Each group is to present its model and solution.  
Each group will have 10 minutes for their presentation.

Common Presentation Problems to Avoid:

The presentation is not organized

The ERD is not drawn according to conventions

Poor speaking styles

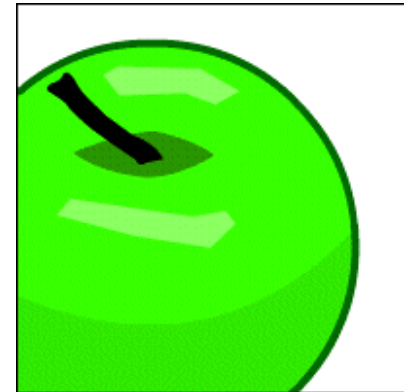
Presentation should include:

Statement of the problem

Statement of the proposed solution

Information requirements of the business

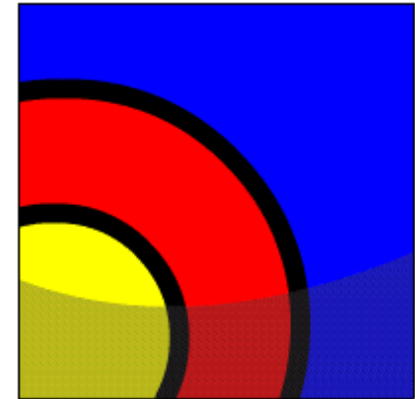
Assumptions and constraints clearly stated



### Summary

#### **In this lesson, you have learned to:**

- Describing techniques useful for overcoming the fear of speaking in public
- Demonstrating effective techniques for public speaking
- Applying the rules of effective public speaking to evaluate a presentation





# Summary

## Practice Guide

The link for the lesson practice guide can be found in the course outline.

