

How to Open Your Presentation with Attention Grabbing Pizzazz and Close with Memorable Oomph

Your presentation is like a flight.

Opening – Body – Close

Opening

Curb view

Purpose - ADR

Five keys

Your introduction - TIS

Demonstrate _____

Move _____ and _____

Then _____

Have more questions or comments? Post them at my blog www.SpeechCoach.biz

8 Techniques to Open

1. Story
2. Occasion
3. Compliment Audience
4. Quotation
5. Striking Statement
6. Preceding Speaker
7. Challenging Question
8. Prop

Body Language

Mistakes to Avoid

Don't _____ unless

Never tell a _____

Phrases to Avoid

- Unaccustomed as I am
- I don't know why I have been asked
- I haven't really prepared anything
- Speaking off the top of my head
- For all intents and purposes
- Today I'm going to speak about
- Before I begin
- Thank you for inviting me here to speak
- How is everybody today?

Other common mistakes

- Talking on the way
- Starting with an apology
- Criticize
- Claiming to be perfect or superior
- Long opening
- Be boring
- Distraction
- Making excuses
- Equipment failure
- Stuffy opening

Test your words for attention, direction and rapport

Close

Give notice

Purpose

Align with your presentation purpose

What do you want people to _____, _____ or _____

8 Techniques to Close

1. Summary
2. Anecdote
3. Call for action
4. Rhetorical question
5. Statement
6. Like Beginning
7. In closing
8. I want to leave you with

Finish proud

Avoid

The fake close

The limp close

How to rehearse

Free Resources

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