



The second is to remember that speakers who are a little anxious often give better presentations than speakers who are too calm.

The third thing to do is to read the following checklist and use it as a guide when you prepare for your next presentation.

Here are a few tips to keep in mind to overcome nervousness:

- Make sure you know your topic and you are genuinely interested in it.
- Learn as much as you can about your audience and the setting where you'll be giving your talk.
- Prepare your talk thoroughly. Lack of preparation is one of the chief causes of stage fright.
- Write your main points on a note card so you won't forget them.
- Practise your talk, but don't memorize the whole thing. However, it can help if you memorize your opening and close.
- Relax. Accept your nervousness as a positive influence. It will keep you alert.
- Take a short, brisk walk. Walking gets your body loosened up.
- Eat and drink with great care. Avoid anything that will make you thirsty or will make your throat dry.
- Talk to yourself. Give yourself positive messages and screen out distractions.
- Pay attention to your dress. Wear something that makes you feel and look professional while you remain comfortable. This will give you one less thing to worry about as you concentrate on your message.
- While waiting for your turn to speak, sit in a relaxed, even limp, position.
- Refer to your note card when necessary, but don't read to your audience.