

Chapter 7: Last-minute tips for confidence

“The Human Brain starts working the moment you are born and never stops until you stand up to speak in public!”
– Sir George Jessel (1824-1883), English judge

So you have reached your event and you are about to go to the podium. You feel your pulse racing and your body trembling and you start panicking.

Hang on, you shouldn't even be panicking!

➤ If you have read and acted on the first part of this book, you will have done almost everything you can do to become a confident speaker:

- **You will have done all the preparation that is possible for this event.**
See: “Chapter 1: Planning for your presentation”, page 7
- **You will be an expert on your topic** - no one will know more about your topic or your presentation than you do. You know what you are talking about.
See: “Tip 19: Research your topic thoroughly – be an expert”, page 18
- **You will have something important, interesting, relevant and worthwhile to say** – your audience is eager to hear what you want to say and you owe it to them to give them what they need from you.
See: “Tip 13: Have something important to say”, page 16
See: “Tip 14: Have something interesting to say”, page 16
See: “Tip 15: Have something relevant to say”, page 16
- **You will have spent time on preparing your slides.** You will have taken the time to build the logical flow of your presentation, and designed supporting materials that are professional and appropriate.
See: “Chapter 3: Preparing effective PowerPoint® slides”, page 61
See: “Tip 29: Have a logical, clear structure”, page 23
See: “Chapter 4: Preparing a handout”, page 93
- **You will have rehearsed your presentation** so much that you can deliver it without really thinking about what you are saying or doing.
See: “Chapter 5: Rehearsals”, page 103
- **You will have actually reached the venue in good time!**
See: “Tip 191: Arrive in town early”, page 109