

# THE EXTRA POINT

BY JERRY ROBERTS



## # 1010 5 Ideas for the Next Time it's Your Turn to Speak

Do you get nervous when you're called upon to speak in front of your group, or when it's time to make a presentation? I've got a few ideas that might help, next, on The Extra Point.

When we stand up in front of a group, or speak at a meeting, there are many things that can influence how people react to us. Let's run down a few and see if you can relate to them.

1. You don't appear confident. If you look a little shaky or nervous, perhaps unsure of yourself, that's going to put others on alert that something is not quite right.

Confidence and poise are important when you speak to people at work. When you show that you're confident, it helps others to get into a similar mindset.

A lack of confidence is often the issue when we don't have a strong feel for the information we're presenting.

That can lead to putting a somewhat scared or tense look on our faces. Of course, the cure for this is to know your stuff.

2. You don't get to the point quickly. I once knew a guy who was as warm and gentle a soul as you would ever meet, and he would come to the office maybe twice a year.

He always had a project he was soliciting help for, but he would talk about everything under the sun before launching into the reason he was there. Sometimes I had to almost drag it out of him, knowing the conversation might go a great deal longer if I didn't.

Seemingly endless small talk is often a crutch for people who are nervous about getting down to business. Everybody is busy, and people want you to explain why you're there,

and what you want from them. A little small talk is okay, but get to the point as soon as you can.

3. You're ill-informed. You don't have to be an expert, but make sure you have your facts straight. Try not to make statements you can't back up.

Don't fake it. If you're not sure of something, tell the person or group that you'll find out and get back to them.

4. You come off as a "know-it-all. Do you have any of those where you work? They're smart all right, and they never let you forget it.

Most people appreciate intelligence, but they don't warm up to arrogance. If you've got a little of that know-it-all thing happening with you, try to get a handle on it.

5. You give far too much information. This might seem like the know-it-all category, but it's different. You may have a good handle on the topic, but you dive too far into the depths of details.

Give people what they need to know, then you can offer to answer questions when you finish.

Five things to think about, and hopefully some of this will help the next time you're called upon to speak.

That's the Extra Point. Be responsible and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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