



# From Uncertain to Unstoppable



Many presenters worry that something will go wrong in their presentation. Unfortunately, sometimes things will go wrong. That's why it's important to know how to prepare. If you know how to prepare, you don't have to worry. In the last step, you learned to perform your presentation. Now you're ready to prepare for practical issues. In this step, you'll discover what to do when things go wrong. We'll also give you final tips to impress your audience.

**In this step, you will learn about:**

**Overcoming  
Stage Fright**

**When You  
Forget**

**The Do's and  
Don'ts of  
Presentations**





# Guiding Questions

How do I get over stage fright?

What are the Do's and Don'ts of presentations?

What if something goes wrong with my visual aids?

What do I do if I forget what to say?

## Key Terms



**Mantra** A “mantra” is a phrase you repeat to give you confidence.  
*My favorite mantra is “Fake it until you make it.”*



**Handout** A “handout” is a paper with pictures and words that helps to explain what is being presented.  
*In case your visuals don't work, be ready to pass out handouts to your audience.*



**Stage Fright** “Stage fright” is feeling very nervous about speaking in front of an audience.  
*With practice and patience, anyone can overcome stage fright.*



**Key Words** “Key words” are words that express main ideas. They do not include small words such as “the” or “and.”  
*If you prepare notes for your presentation, write key words instead of sentences.*



**Rush** To “rush” means to speak very quickly.  
*When a presenter rushes through her presentation, the audience has a hard time understanding her.*

## Section 1

# Overcoming Stage Fright



### Practice to Present

Have you heard the expression, “Practice makes perfect”? It’s true. The best way to avoid and overcome stage fright is to practice. The more you give presentations, the easier it becomes. Furthermore, the more you practice your presentation, the less nervous you’ll feel. Why? You’ll know you’ve done everything you can to prepare. So if you’re suffering from stage fright, remember: practice! Are you still feeling nervous? Don’t worry! In this section, you’ll learn some more ways to control your stage fright.



Before Your Presentation

Stretch and Breathe	Avoid Caffeine	Arrive Early
Stretching and deep breathing relax you physically; they slow your heart rate and release nervous energy. When your body is relaxed, your mind relaxes as well.	Caffeine gives us energy. That's why people assume caffeine will make their presentation more energetic. However, your nervousness will already give you extra energy. Having caffeine will give you too much energy. This can make you feel even more nervous.	Give yourself extra time to travel to your presentation location. If you do, you won't have to worry about being late. Also, you can use your extra time to become familiar with your speaking area. Familiarity is comforting.

Activity 6.01 Ways to Relax

Circle three things that help you to relax.

Listening to Music	Exercising	Deep Breathing
Dressing Up	Stretching	Writing in a Journal

Then add your own ideas:

During Your Presentation

Fake It	Take Your Time	Focus on a Friend
Make Eye Contact Stand Up Straight Speak Clearly  These three things will communicate confidence to the audience.  Looking confident is feeling confident!	When presenters speak quickly, they look nervous. To speak at the right speed, watch for audience reactions before moving on. Audience feedback is a good guide.	Your favorite audience member may be someone you know. It may be a stranger who smiles at you. Regardless, find someone who makes you feel confident. Look at him or her to boost your confidence.

Activity 6.02 Make Your Mantra

A mantra is a short phrase that is easy to repeat. Write your own mantras. Example:	
1. I will accept the things I cannot change.	1.
2. I will persevere.	2.
3. I can do this.	3.