

Coping with Nerves

Breathe and Relax

Take three deep breaths from your stomach (in through the nose and out through the mouth). Imagine the air you take in is positive energy and the air you exhale is negative energy. Hold your hand in front of your mouth and concentrate on keeping the exhaled air hot.

Visualisation

Many top sports people use visualisation techniques. Imagine the audience after you have finished: see them on their feet, hear the applause and the cheering, feel the warmth from them, you can almost smell the success as you shake hands with your admiring followers.

Keep imagining your presentation is going well!

Voice and Delivery

Be aware of the tone of your voice when you are delivering. Fear and discomfort tends to make people speak very quickly. Make a conscious effort to slow down and breathing will become more regular.

- Pay attention to the tone of your voice since it reflects the state of your mind
- Listen to the way you enunciate, pronounce and accent your words
- Control your voice pitch. Elevated pitch = tension + excitement
- Listen to your volume. Nervousness can produce a loud, stressed voice
- Project enthusiasm and energy. Be vibrant with vitality
- Use your own style. Don't try to adopt a presentation style with which you are not comfortable
- Never apologise during a presentation as it sets a negative tone
- If something goes wrong, maximise it into a positive tone – e.g. if you are late due to weather, try: "good morning (afternoon/evening)...I came through a snow storm to be with you today!"
- Use eye contact to establish rapport

Above all.....assume the audience are on your side!!