

# Ninja Communications the Art and Science of Influence

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## Proper Use of Notes

Another common mistake of novice speakers is being tied to their notes. It is best to use an outline, and highlight a few of the key points. The most important thing to remember is that your audience has no idea what you're going to say next. If you miss something or it is not stated the way you practiced it, don't let that trip you up. Remember, they won't know the difference unless you point it out. When mistakes are made continue to move forward confidently and don't look back unless you need to correct a misstatement that you have made.

When you are speaking and you make a mistake, if you begin to think about it, it will cause you to make additional mistakes. In this case, you have to "get out of your own head" and stay focused on the core message you want your audience to receive. It is also important to maintain good eye contact, look for supportive faces in the audience to connect to, but don't just focus on one or two people for your entire talk. Be sure to shift your gaze from one side of the room to the other. If you choose to use a slide show presentation, be sure that the visuals are engaging and succinct. If there are too many words on a slide, you will lose your audience. A well-placed picture is far more powerful than a bunch of words.

"If you go around being afraid, you're never going to enjoy life. You have only one chance, so you've got to have fun."

**Lindsey Vohn**

## Have Fun!

An important piece of advice here and it's one you might find difficult, but trust me if you can attain this state you are guaranteed to give a better talk: HAVE FUN! Yes, put yourself in a playful state of mind where you are simply having fun! There is an important reason for this. When it comes to public speaking most people take themselves way too seriously; the secret fear is that you will make a mistake and look foolish. When you're in a playful state and you make a mistake, so what, just keep going. The audience will forgive you unless you're so uptight you won't let it go. Of course, if you are speaking on a serious subject give it the dignity it deserves but in your head, don't take yourself too seriously.

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