

Time your presentation while practicing. Make sure that you know the time limits/expectations for the speaking occasion and that you stick to them. Also, be aware that different people react in different ways to nervousness. Some people add more to their speech when nervous, while others speed through their presentations.

Record yourself when practicing. Use a video camera or a voice recorder to hear how you might sound to the audience. This will also allow you to catch any excessive vocal fillers (um, uh, like, etc.) or long pauses.

Seek feedback while practicing Having a trusted friend, classmate, spouse, or speaking center consultant give feedback can help immensely. They can draw your attention to things you are doing well and what needs improvement.

Presenting Your Speech

Take note of your appearance on the day of the presentation. Think about what you are wearing (some suggest dressing one step above your audience), how you are standing, how you are using hand gestures, etc.

Deal with nervousness by being well-prepared, visualizing yourself giving a successful speech, and taking deep breaths.

Speak up! Volume makes you appear to be more confident (even when your stomach is doing flip-flops) and can make that shaky voice go away. Don't forget to breathe—it makes all the difference.