



How To Deliver Worksheets

COMMAND THE SPACE

Whether on webcam for a presentation or on camera for a live virtual event, you need to command the space to exude virtual executive presence. Often when people get nervous, they will hunch and shrink their bodies—which is the opposite of what you want to do when presenting!

Have your shoulders back with good posture and ensure you are well framed on the screen. Make sure the camera lens is eye-level with you to make it easy to stare right ahead.

Use hand gestures but remember, the audience can often only see the top half of your body, so if you don't raise your hands up high enough they'll just see your arms wiggling.

People want to enjoy your talk. And they will if you practice being on camera and trust yourself—you've got this!



Try this Power Pose exercise for confident non-verbal communication.



1 Sit or stand with your weight balanced (don't lean on your desk or anything), tilt your head slightly down, and keep your hands open and welcoming, opening up your posture.

2 Start with your shoulders rounded, now bring your chest up and consciously open your chest area to the world. Don't wrench your shoulders back, just let them fall into place.

3 If you're standing, keep your feet shoulder width apart in a strong, well-supported position that signals readiness, engagement, stability, and poise.

Do you feel the difference?
Subtle body language makes a huge difference!

DIAPHRAGMATIC BREATHING EXERCISES

Balloon Exercise

1. Lie down on the ground.
2. Place your hand on your belly and find the place where it rises and falls.
3. Imagine a balloon inside your belly inflating and deflating with your breath.
4. Now, fill the balloon up with air and let out an audible breath.
5. Try breathing into your diaphragm again and let the breath out with sound.
6. One more time, and sustain the sound as long as you have breath.
7. Stand up slowly and place your hand on your diaphragm again.
8. Fill up your balloon and say the following sentences:
"Hey. Hey you. Hey you over there. Hey you over there get off my cloud."
9. Then, fill up your balloon again and say these sentences:
"I feel too strong to war with mortals. Bring me giants!"
10. When you say it, pretend to throw an imaginary ball at the wall. Each time you throw the ball at the wall, your breath support increases and your voice becomes more powerful. Remember to use proper breath support and volume.



FOUR COUNT BREATHING EXERCISE

1

Take a deep breath through your nose and inhale for a count of four

2

Hold the breath inside your body for a count of four

3

Exhale through pursed lips for a count of four

Repeat this exercise at a slow, steady rhythm for three times total. Think about the rhythm of an oar going in and out of the water when paddling a canoe. While breathing, note that your inhales and exhales should be audible.



M= MOVE YOUR MOUTH

Your voice is multi-talented.

It can sound assertive, humorous, motivational, or even sympathetic. This is accomplished through pitch tone, volume, pacing, and enunciation.

Many business presenters use a monotone, assuming it makes them sound authoritative. Alas, flat delivery will simply bore your audience. Instead, use vocal variety to inspire, engage, and motivate your audience. Think of how you energize your virtual presentation and elevate it to the level of a performance. Whether you're speaking in person or in front of the camera, you need to tap into a larger-than-life element with your voice in order to captivate audiences.

The most powerful vocal tool is an expressive voice. It's always amazing to witness the transformation of clients who learn to implement the key elements of vocal delivery.

And you don't need to be an actor to do this.



YOUR VOICE'S VARIETY

Think of your voice when you're in a relaxed situation. You have an entire color palette of speaking tools to express passion, amazement, humor, seriousness, and every other human emotion. The key is to access this color palette during your presentation.

Your voice matters! In fact, your voice is how you get your message from inside of you...out.

Nothing happens in the world until someone gives it a voice. Making deliberate choices with your voice will ensure that the messages you're sending are the ones you intend.

And, you don't have one voice, you have many. The sound of your voice varies many times throughout the day, whether you realize it or not.

Do you use the same voice at an intimate dinner as a sporting event?

With a prospective client and a baby?

Do you talk to your boss the same way you talk to your pets?

We all have so many colors to our voice that we can set free!

TIP #1: ENUNCIATE

Enunciating means speaking clearly. In our everyday lives, we often speak with small, lazy mouths—and that's OK. However, in virtual presentations, there is a greater need to open your mouth wider and enunciate more.

Why?

To be understood and heard. To appear more professional and confident. And, studies show that on an unconscious level, audiences register us as having nothing to hide when we open our mouths.

Your speaking voice should be authentic to you. However, the difference is a louder, clearer, more animated, and confident voice than you use in your everyday life and interactions.

Here are some tongue twisters to help you enunciate:

Red leather/yellow leather

Unique New York

She sells seashells down by the sea shore

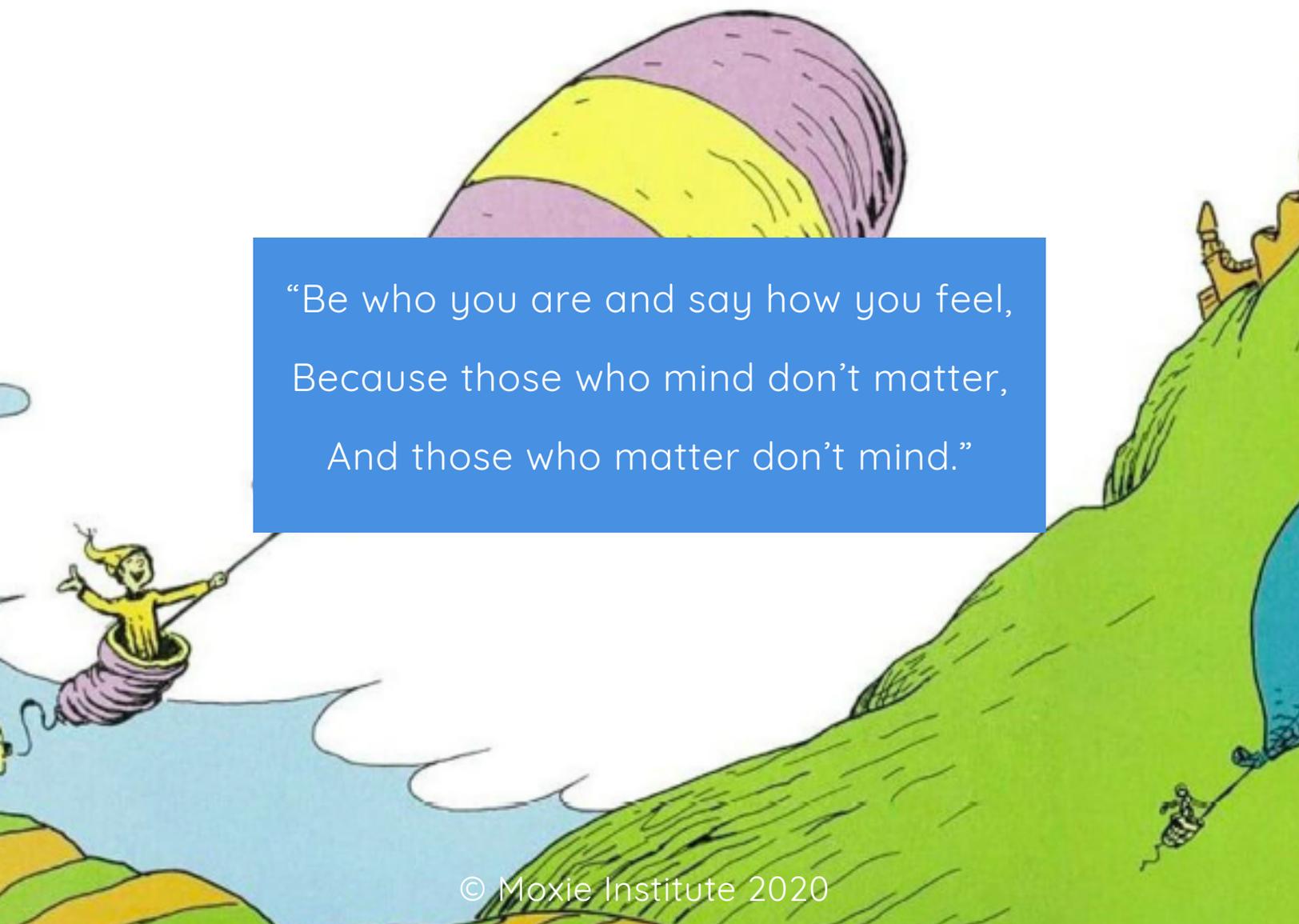
Rubber baby buggy bumpers



TIP #2: PACE AND POWER OF THE PAUSE

Slowing down and taking pause helps you appear more powerful and allows the audience time to process information. Trust silence and reflect, rather than jumping right in. As a speaker, it's incredibly important to overcome your fear of silence. When you pause, you may feel like you're relinquishing power, but in reality you're gaining power. Pausing shows the audience you're comfortable, you deserve to be there, and you respect the interaction.

Try adding pauses to this Dr. Seuss poem for effect.



“Be who you are and say how you feel,
Because those who mind don't matter,
And those who matter don't mind.”

TIP #3: EMPHASIS

Tonality, if used strategically, will help the listener to focus on the most important parts of your message. It also lightens the processing load and helps the audience to understand what's most crucial in your words. This is why effective speakers emphasize the most important words in their speech.

Try saying this sentence. Each time you say the sentence, emphasize the next word in the sentence. Repeat this until you have emphasized each word in the sentence. How does emphasis change the sentence?

"I can't tell you not to go."

We all know how crucial it is to make a good, strong first impression. Tonality can help you establish yourself as a leader from the moment you meet somebody. By using emphasis, your tone can strengthen the message, rather than undermining the point you are trying to convey.

You may want to play around with two other important techniques in creating voices with vocal variety: volume and pitch.



This vocal warm up is intended to stretch and strengthen your speaking instrument (your voice) in preparation for powerful public speaking. You will need to employ this warm up immediately before a presentation. However, it is most effective when practiced every day. Think of it as going to the gym for your mouth.

Stretching and Strengthening Exercises

- Say, “Lion, Mouse, Lion, Mouse.”
- Shake and massage your jaw
- Circle your lips in both directions. Think of holding a pencil in your lips and drawing on paper
- Say, “Oo-Wee-Wee-Wah,” (5 times)
- Blow through your lips like a horse. Repeat with high and low sound
- Massage your sinuses
- Hum, focusing on the mask of your face
- Crocodile Hum: This means to hum and then open your mouth wide, like a crocodile. Repeat while going up and down the vocal scale



KEY SOUNDS AND SENTENCES

Mah, may, me, my, mo, moo

Repeat with different consonants sounds like p, f, v, l, n, etc.

Long song hand sand (5x)

Lee is telling Ann's answer

Do good poetic laws foster drama

Stir the muck (5x)

Higher power (5x)

Remember the money (5x)

Lililililililila. Ninininininininina (5x)

Will you, William?

Can't you, won't you, don't you, William?

Did you, would you, could you, William?

The lips, the teeth, the tip of the tongue (5x and reverse order)

Why, what, would you?

Super illuminating

The Dukes new tune

GET PRESENT

When we let nerves get the best of us, we're not present in the moment and get hooked into a stream of worrisome thoughts in our minds: What if I fail? What if this doesn't go well? What will they think of me? Bringing awareness to your physical body can help. Here's an exercise you can do before your speech to get present by returning to your body:

- 1 First, notice the physical sensations happening: a racing heart, shallow breathing, tightening of the chest, sweat, a cracking voice.
- 2 Be aware of your body's cues and take a deep breath to regain some sense of the present. Notice your surroundings.
- 3 Anchor or touch something physical, such as your desk or chair; or push your weight into your toes and feet.
- 4 Strike a power pose. Some research has shown that holding strong physical poses helps you feel grounded before a big talk.
- 5 Shift your center of gravity. Sit or stand up and take a deep breath. Imagine a heavy lead ball in your stomach. Feel the weight of it. Feel the solidity of it. Bring your focus here instead of to your head or chest.

REHEARSAL STRATEGY

The most effective rehearsal strategy is a layered strategy. This means, you will practice and approach the talk differently with each rehearsal. Consider working backwards from the date of your virtual presentation to scheduled rehearsals.

Here is an example of a layered rehearsal strategy:

Rehearsal Phase #1: Editing On Your Feet

Read your talk aloud and edit. Make any final content changes that are required as a result of hearing it aloud.

Rehearsal Phase #2: Memorizing/Becoming Familiar With Your Talk

Read your talk aloud over and over. You can hand the talk to someone else and have them test you to see if you know your content. Or, read your talk into a voice recorder and play it back, stopping and starting it to test if you know it. The goal of these rehearsals is to become extremely familiar with your content so that you are no longer reading from your notes. You should be familiar enough with the content after these rehearsals that you feel confident with it.

Rehearsal Phase #3: Voice and Speech Rehearsal

Use the techniques discussed in How To Deliver (emphasis, cadence, pausing, volume, pitch, tone) to rehearse vocal techniques for your talk. Consider doing an audio recording and listening to your voice.

Rehearsal Phase #4: Non Verbal Communication Rehearsal

Rehearse body language and your appearance for your virtual presentation. Consider recording yourself without sound and just watching your facial expressions and body on screen.

Rehearsal Phase #5: Dress Rehearsal

Put all the elements together. Rehearse as close to the real deal as possible. Use the same technology you will be using in your talk.

Rehearsal Phase #6: Feedback

Invite a trusted advisor (or a few) to sign on to the streaming platform you'll be using to watch your talk and give feedback. Also, set up a phone or video camera, record yourself, and watch it back for self feedback.