

Don't Be a Lemon in the Limelight!

25 Habits to Avoid While Speaking Publicly

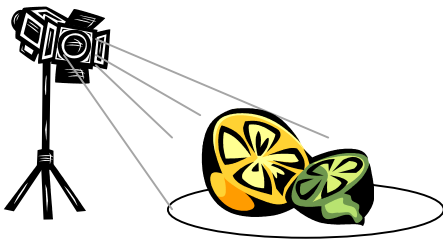
1. Swaying, shifting of weight or excessive wiggling.
2. Noticeable crossing or shuffling of feet.
3. Lack of confidence in your subject matter.
4. Speaking too loudly / shouting or too softly / inaudibly
5. Inappropriate smiling, telling jokes and/or laughing.
6. Chewing gum, cough drops or any food in the mouth.
7. Speaking too quickly or too slowly.
8. Inappropriate voice use such as: Lack of modulation (monotone or sing-song rhythm); Quality (nasal, mumbling, breathiness)
9. High pitched or shrill voice.
10. Verbal mannerisms such as: Uh, You Know, Okay, Right, Um, Like, and other distracting and repetitive words, phrases, verbal ticks or fillers. Slow down your pace to stop these.
11. Distracting gestures not appropriate to topic or content.
12. Poor eye contact or no eye contact.
13. Reading your presentation word-for-word.
14. Audible annoying habits like tapping feet, jingling change or clearing throat.
15. Visually annoying habits such as: lip biting, nose wrinkling, eye squinting, head scratching or ring twisting.
16. Habits that project insecurity such as: tossing or playing with your hair, adjusting your glasses or your clothing, having your hands in your pockets, playing with objects like a pen, a book or your notes.
17. Avoid the "I'm sorry" stance with hunched shoulders.
18. Avoid roaming or walking around constantly without purpose.

Adapted from Marcia McGilley, Presentation Skills Coach.

Copyright 2007, Denver, CO. All rights reserved. Shareware: May reprint with footnote attached.

www.LimelightPresentations.com

303.794.6760



Don't Be a Lemon in the Limelight!

25 Habits to Avoid While Speaking Publicly

19. Avoid stance problems of putting your hands behind your back, folding your arms, standing too tensely or sloppily.
20. Avoid qualifying every statement (such as "I'd sort of like to explain...")
21. Using unnecessary qualifying words such as "just" and "really."
22. Tagging questions as an apology for making the assertion (such as "It's hard running workshops, isn't it?" or "We've been here a long time, haven't we?")
23. Sighing or incorrect breathing - or yawning.
24. Choppy pace.
25. Deadpan face with low or no energy.