

## Has the cat got your tongue?

We all need to get our message across sometimes whether in a formal situation or at home. We might be presenting ourselves at interview, presenting a piece of work at school, making a pitch for business or just expressing a view at a meeting. Whatever the situation a little preparation can help you get across the message you really want to convey. Here **Rosanna Henderson** of **Conker Consulting** shares a few hints and tips to help you get your message heard.

### What do you want to achieve?

How many times have you listened to someone and asked yourself 'what on earth are they talking about'? Preparation is the key to you avoiding this. Think about 3 key things:

- **Your message:** what do you want your audience to *do* or *understand* at the end?
- **Your audience:** who are they, what do they already know, what barriers will they put up?
- **The venue:** what distractions will there be, what equipment is available to help?

### Getting your message across:

Many of us are easily distracted. We're used to watching TV whilst reading a book and having a conversation. How much we remember is open to debate! We think at a much faster rate than we speak so it's easy to switch off. Hold your audience by asking questions. Give them something to look at or handle. Invite a response. This will allow you to engage with people who communicate visually, kinaesthetically as well as orally.

Many a presentation has been killed by PowerPoint but used well this can be a great tool. Avoid too much text; use pictures and cartoons; pose a question and limit the number of slides.

### Overcoming nerves:

It doesn't always feel like it but nerves are a good thing. They prevent complacency and keep us on our toes. At Conker Consulting we work with individuals and groups on techniques to make the nerves work in your favour. Whether you are frequently failing at interview or a gibbering wreck when you have to stand up and speak in public Conker Consulting can help. Call Rosanna Henderson on 07961 134033 or visit [www.conkerconsulting.co.uk](http://www.conkerconsulting.co.uk) to find out more.