How to keep your cool during presentations

• Being well prepared and comfortable with your material will help to reduce anxiety

• Remember, it is your knowledge/understanding/skills that are being evaluated, not you as a person

• The skills of presenting are something you can learn and improve on. Practise in front of friends, relatives, pets, the mirror. Get used to hearing your own voice

• Focus on your material, not what the audience is thinking about you

• Be enthusiastic about your material. The more interesting you find the material, the easier it is to convey that enthusiasm to your audience

• The anxiety you experience may never go away completely, so learn how you can live with it and use it to your advantage

• Visualise yourself doing a presentation being confident and relaxed

• Practise deep breathing, relaxation and grounding techniques to keep anxiety under control

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