Teacher’s Notes for: Presentation Tips

This material can be used with students in small groups or with the whole class if most have difficulty speaking in front of the class. Read over the table of tips and invite students to “talk story” about these problems and solutions. Also, try the following:

Teacher Guided Voice Practice:
- demonstrate how a teacher’s voice can be heard at the back of a room because it actually echoes off the back wall
- show where the diaphragm is below the rib cage, and have students cough to see how it stiffens when used
- ask students to stand, place 1 hand on their diaphragm, and say HA to project their voices several times
- then go around the room getting students one at a time to say short phrases (their names, introducing their presentation topic, etc)
- add to this activity by having students experiment with rate (say things too fast, too slow, then just right) and intonation (show monotone, then too expressive, then appropriate to convey & engage interest)

Teacher Guided Deep Breathing Exercises:
- get class to practice this by clenching all the body muscles tightly and holding it for 10-15 seconds, then releasing with the “ha” breath (note: the Hawaiian word for breath is **ha** and they practiced it in hula, sports and fighting)
- students will laugh when done – note that this is also a great way to relieve stress and breathe deeply and properly for public speaking
- repeat this exercise or move to next: eyes closed, breathing in thru nose to fill lungs, out thru open mouth pushing out abdominal muscles at end to completely exhale; ask them to continue this breathing and clear their minds of all thoughts, listening to their breath make the sound of the ocean, or visualizing the thoughts that try to intrude as clouds that come into view and then drift away. Advise them that their mind is the servant, not the master, and that simply breathing without thinking, laughing or talking is possible. This can be done briefly, while sitting or standing once they are used to it. Or, to prolong this relaxation technique, play quiet music with no words, or sit outdoors where only the sounds of nature are heard, and ask class to simply observe how their mind works when they “let it be”