

How to give a talk in English

Advice if English is not your first language



Presentations and talks in English can be daunting. Not only do you have all the challenges of giving a great talk, but also you have to cope with a hard language. This practical advice is based on 10+ years helping international executives give presentation in English

1. Start with a great talk

It's much easier to give a deliver a talk that's well prepared. Stick to a few big ideas, give yourself a clear structure and pace your arguments properly. Build your talk around the questions the audience want answered.

2. Adopt the language of great speakers

Start with powerful language. Active verbs, short words and short sentences are your building blocks for great talks and presentations.

When you add contrasts (*buy or sell*), triplets (*yesterday, today and tomorrow*) and puzzles (*So, what is the best strategy?*) you begin to use techniques that the most impressive speakers use.

Finally, the stories you tell will make your talk stand out. We remember stories that are personal and illustrate the points you make.

3. Use the right sort of English

Don't worry about not using sophisticated language. The best speakers use the clearest simplest words. If you use the right words, delivered in a powerful way, you can be as authoritative as anyone.

4. Polish Your performance

A good talk then relies on good performance. In English, you want to be sure of:

- Clarity – get your pace, pronunciation and rhythm right
- Energy – keep your audience engaged
- Pauses – plenty of them
- Eye contact – as much steady contact as possible
- Rehearsals – the best speakers are well rehearsed

5. Avoid the mistakes others make

Typical faults we see that spoil the effect are: verbatim translations; lack of passion; monotone voice; nervousness; weak delivery; overly complex; lack of practice. All of this can be avoided by working with our experts.

6. Use a checklist

To know if your talk will get the impact you want, adopt a checklist. Score yourself against these 10 tests.

Objective: Is it clear what you want?

Structure: Is your flow easy to follow?

Message: Have you a single simple message to get across?

Delivery: Are you excited, passionate, and clear?

Engagement: Do you make an impact within 30 seconds?

Visual Aids: Are they really visual aids?

StoryTelling: Have you used lots of examples and stories?

Take Away: What will they say about your talk?

Focus: Is it all about the audience rather than about you?

Practice: Have you practiced enough? Is it perfect?

YOUR TOTAL SCORE

/10

7. Transform yourself

Be sure you make the right impact. So that you are fully prepared for a confident performance, call us. Use our team of presentation experts to polish your talk; review your visual aids and rehearse you before the event. Get it right first time.

Call us today

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