

From Nervous to Noticed: Mastering Presentation Delivery



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Presentation Delivery Skills Quick Reference Guide

Great presenters are not born — they are built through preparation, awareness, energy, and practice. This guide is designed to help you remember the biggest takeaways from our session so you can walk into your next presentation with more confidence, clarity, and presence.

First Things First: Nervousness is NORMAL

Nervousness is one of the most contagious things in the world — but so is confidence.

A few reminders:

- Most audiences want you to succeed.
- Energy transfers. If you look engaged, your audience becomes engaged.
- Confidence often starts physically before it becomes emotional.
- “Fake it till you make it” works because your body influences your mindset.
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Find Your Speaking Style

Not every great speaker sounds the same. You may naturally lean more:

- Formal and polished
- Conversational and energetic

The key is authenticity WITHOUT boredom. Entertainment is part of today’s world. If you seem bored the audience will be bored too.

Remember:

- Your style should match your audience.
- Don’t copy someone else’s personality.
- Lean into the strengths you already have.
- High energy is remembered.

Nonverbal Communication = Credibility

People decide how confident you are BEFORE they fully process your words. Looking More Confident:

- Keep your chin level and squared.
- Stand balanced with good posture.
- Move toward the audience.
- Step away from the lectern when possible.
- Use open body language.

Kristin Scroggin, 2026 (C)

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VOID:

- Crossing your body.
- Hiding behind the podium.
- Hands in pockets.
- Slumping shoulders.
- Looking down constantly at notes.

Upper Body Delivery Skills

Head & Chin Line

- Your head communicates emotion. Nod yes or know when you want them to agree or disagree
- Lowered chins often communicate insecurity or defeat. So remember A level chin communicates confidence.
- Avoid note cards as it will make you drop your chin line over and over again!
- In virtual presentations: raise your camera to eye level. Not too high, not too low, and NEVER up your nose!

Shoulders

- Back-and-down shoulders appear more confident.
- Remember Millennials and GenX tend to roll shoulders forward, its not always defiance.
- STRETCH and release tension before speaking.
- Avoid leaning or propping yourself against objects.

Facial Expressions

Your face should match your emotional message.

Key reminders:

- If your expressions feel “too animated,” they are probably closer to correct.
- Audiences far away need BIGGER expressions.
- Blank expressions often communicate fear or discomfort.
- Smiling increases connection and warmth. Remember the Golden Ratio!

Eye Contact

Your eye contact is a luxury item! Only people who look happy, engaged, and interested get it while you present. Then bounce between those people as you speak. Everyone will feel looked at but really you'll be focused on people who are feeding that energy. Don't try to break the person who seems disengaged its probably NOT about you!

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Paralanguage (How You Sound)

Your voice matters as much as your words.

Pay attention to:

- Volume
- Pace
- Tone
- Pitch
- Accent intensity
- Vocal energy

Intentional variety keeps people engaged. Remember breathing into the diaphragm will help your volume. Remember Loud, Fast, and Low 😊

Lower Body Delivery Skills

Hands

Hands become awkward when nervous.

Use your hands intentionally:

- Flat-handed gestures appear more confident.
- Use gestures to “highlight” important ideas.
- Keep hands visible.
- Avoid pockets.
- Repeat gestures naturally for emphasis.
- Right hand gesture, Left hand gesture, hit it in the middle will ALWAYS work!

Knees & Direction

Your knees should point toward PEOPLE.

Avoid:

- Constantly turning toward the screen.
- Presenting to the PowerPoint instead of the audience.

Feet & Movement

DO:

- Stand hip-width apart.
- Walk with purpose.
- Move 2–4 steps at a time. Avoid tiger in the zoo or growing roots.
- Embrace pauses. Don't move until you are ready for them to move on.

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Clothing & Professional Presence

People naturally trust people who look like they belong in the room.

Presentation Clothing Tips

- Match the professionalism level of the audience.
- When discussing money or leadership, “look like money.”
- Clothing impacts credibility.
- Avoid distracting accessories or loud shoes.
- Remove anything you may fidget with.

Before You Present Ask Yourself:

- Do I FEEL confident in this outfit?
- Is it comfortable?
- Is it presentation-friendly?
- Will my microphone work with it?
- Will I constantly adjust or fidget with it?

Managing Presentation Energy

Cooling Off (The Night Before)

- Stop revising before bed.
- Take a hot shower or bath.
- Prioritize sleep.
- Watch or read calming content.
- Reduce overstimulation.

Warming Up (Day Of)

- Speak early in the day if possible.
- Avoid excessive caffeine.
- Take a power walk to burn nervous energy.
- Avoid eating right before speaking.
- Arrive at least 30 minutes early.
- Test technology before the audience arrives.

The Biggest Reminder of All. Great delivery is NOT about perfection. People rarely remember every word you said. They remember how you made them FEEL.