

지난호 비즈니스 프리젠테이션에 이어지는 추가 팁입니다. 발표에 앞서 불안한 마음을 가라앉힐 수 있는 몇 가지 방법을 소개해드립니다.

Don't make yourself more nervous because you're nervous.

마음 편하게 즐기세요



Warm-up activities to remove nervousness

1. The best technique to calm your-self is to breathe deeply. Make sure your stomach is going out when you breathe in.
2. Arrive early and familiarize your-self with the room, the podium, the a/v equipment and the seating arrangement.
3. Mix with the audience as they arrive. Find out a few names and ask them why they have come. Chatting to them informally helps break the ice.
4. Walk off your excessive nervousness. If possible, walk outside and get some fresh air at the same time. A walk down the corridor is better than no walk.
5. Don't let your legs go to sleep. Keep the blood supply moving. Keep both feet on the floor and lean forward. Wiggle your toes. If you can stand up without disturbing anybody, do so.
6. Work your wrists, arms and shoulders to get the tension out of them. Gentle movements, not a major workout, will remove that tension. Work your jaw. Gentle side-to-side or circular motion will help to loosen it.
7. Repeat positive affirmations quietly to yourself. I am a good presenter. It may seem corny but it works.



Techniques to calm yourself when you do speech

1. Make eye contact with members of your audience. Look out for the friendly faces encouraging you to succeed. If you are too shy, connect with the empty chairs!
2. Smile warmly and act confidently and enthusiastically, even if you don't initially feel that way.

Don't be self-conscious about these warm-up activities, and most good speakers do them. Most people won't even notice them. They are not interested in what you do when you are not in the limelight. They are here to hear your speech.

* be[get] hung up on [about] <속어> ~이 신경에 걸려 있다[걸리다],
~이 마음에서 떠나지 않다: ~에 열중해 있다[열중하다]