



Welcome to my 2013 Spring newsletter!

How to not go over time when you speak ...

Hello ,

Have you ever seen a speaker go over their allotted time? I think we all have.

I clearly remember that 'sinking feeling' I had recently when I heard a speaker say he had 'no idea' how long he would be speaking for – and yes, it was far **too long!**

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Even if you are enjoying what they have to say, when a speaker goes over time it creates some level of discomfort in the audience.

If you want to be more **effective** as a speaker, give them **more** than they expect in **less** time than they expected. People will be relieved when you end on time - or even a little early - and appreciate your respect for **their** time.

As a rule of thumb, prepare about 45 - 50 minutes worth of material for a 60 minute talk. If you anticipate a lot of questions, plan 40 - 45 minutes worth of material.

This is even more important for shorter presentations. How many "10-minute talks" have you heard that went over 20 or even 30 minutes? I've heard too many.

Remember that things **frequently** go a bit longer than we plan, especially with audience interaction. Allow for that.

Always have a strong close ready, and deliver that close a little sooner than they expect. They'll love you for it!

Warm regards,

Jane

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