



IMPROV FOR PRESENTATIONS

ORGANIZE YOUR INFORMATION

Introductions: ABCD!

- A. **Attention:** Grab their attention with a story, a question, a fact or cash money!
- B. **Benefits:** What will *they* get out of the presentation? Sell cleanliness, not soap!
- C. **Credibility:** Be brave and brag on yourself. Why are you qualified to give this talk?
- D. **Direction:** Outline the agenda. What are you going to cover today?

Make Your Ideas Sticky

- Start with the headline
- What's in it for them?
- Use metaphors
- Tell a story
- Paint a picture with imagery
- Eliminate jargon and inside baseball
- Use humor

Use the Story Spine

Once upon a time...
And every day...
Until one day...
And because of that...
And because of that...
And because of that...
Until, finally...
And, ever since then...
The moral of the story is...

For Q&A Use: TRACT

- **T**hank the Questioner
- **R**epeat the question
- **A**nsWER the question
- **C**heck you've answered their question
- **T**hank them again.



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DELIVER WITH AUTHENTICITY

Beat The Curse of Knowledge

It's hard to imagine what it's like to not know what you know. Just like when you tap out a tune on a table, you hear the whole orchestra, while the audience just hears random banging. Focus on your audience. What do they know? What do they want? Find out and build your presentation from there.

Talk to a Time Traveler

- Blend with body language
- Build rapport
- Ask questions
- Build a foundation of understanding
- Personalize
- Use emotion

Body Language

- Record yourself and watch it back to see how you really come off.
- Have a friend watch you talk about a work topic for a minute, a passion topic for a minute, and give you feedback on the delivery. Then try to talk about your work topic using the tone, body language, and content style of the passion topic.
- Do some Power Poses before an important call or presentation. Take up space.
- On a call, try standing and smiling during the conversation.

Authentic Delivery: Say it like you mean it!

- Plant your feet and take up space. No wandering. Make your movements deliberate.
- Keep your body and face open and relaxed, and receptive.
- Make eye contact with the audience. Hold eye contact for a few seconds before moving on.
- Maintain stillness and slowness. Smooth movement, and deliberate speech.
- Use long but complete sentences. Make sure your sentences have endings!

MERLIN WORKS

WARM UP YOUR BODY, FACE, AND VOICE

Stretch Your Mouth

Piece of Cake

1. Open wide
2. Take a big bite of imaginary cake
3. Chew thoroughly



Tongue Cleaning

Move your tongue around your mouth to catch all the bits of cake

Stretch Your Face

Carter/Nixon

- Carter: Open face wide
- Nixon: Smush face small
- Alternate several times

Jaw Shake

- Clasp hands
- Relax jaw
- Do the shake-weight and let your jaw flop open, make a sound

Massage

- Give your face and jaw a gentle massage
- Try to relax your eyes, forehead, jaw, lips, and tongue.

Stretch Your Voice

Sighs

- Breathe in
- Let your voice sigh from high to low, stretching your range

Lip Buzz

- Breathe in
- Let your voice sigh from high to low, buzzing your lips for a steady flow of air

Yawn

- Open wide and let a yawn come out, waking up parts of your mouth and voice

Stretch Your Diction

Tongue Twisters

“To sit in solemn silence on a dull, dark dock
in a pestilential prison with a life-long lock
awaiting the sensation of a short, sharp shock
from a cheap and chippy chopper on a big, black block.”

--W.S. Gilbert, The Mikado

“You know New York
You need New York

You know you need unique New York”

“The lips, the teeth, the tip of the tongue,
the tip of the tongue, the teeth, the lips.”

With Restrictions

Repeat the phrase as clear as possible with:

- Tongue on back of lower teeth
- Tongue on back of upper teeth
- Teeth clenched
- Holding tongue with fingers
- Without any restrictions: feels free and easy!

To learn more about how Merlin Works can help your team be fun, fast and flexible, head to www.merlin-works.com