Communication Center

Instead of…

"So, my topic is/ I've been asked to speak a bit about…"

"I would like to start with a story/ a funny joke."

"Sorry/ excuse me if I seem nervous/ I'm not good at public speaking."

"Talk about," used repeatedly or monotonously. (i.e. "First, I'll talk about competition. Then, I'll talk about Darwin. Then, I'll talk about Finches.")

"Bear with me while I ..." (i.e. get to the right slide, open the video, get this volume adjusted, etc.)

"The next slide shows/ moving right along…"

"I know this slide is really busy,"

"I think I've bored you enough/ I didn't have enough time/ That's all I have."

"Um/uh/you know."

Try…

Grab the listener's attention by telling a story, or using another kind of hook to get their interest

Don't announce, just start telling your story or joke.

If you get nervous or start having technical problems, take a moment. There is no need to draw the audience's attention to your nerves.

Mix up your language, use different words and phrases. Any phrase used repeatedly in this way is going to grate on your audience's ears.

Run through your presentation beforehand, using the same technology, so that you don't get caught off guard.

Use more organic transitions in your presentation, rather than having to force it.

Make your slides as clean as possible and point out/explain the parts you want your audience to notice.

These examples of poorly planned out conclusions leave your audience without a sense of closure. You want to leave your audience with memorable last thoughts on your presentation.

Instead of using filler words, take a moment to collect your thoughts. Your audience won't notice the pause, but you will sound much more put together.