

How to give presentations and speeches

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How to present well	How to present badly
Part I: Prepare it.	
1. Why are you doing this?	Just throw stuff together.
2. What are your key lessons?	Everything is equally important.
3. What's the story?	Just the facts.
4. What are your hooks?	Actually, go nuts. Fun fun fun!
5. What is there to see?	Make it look amazeballs. Purple cows!
6. How will you present it?	Everyone knows how to PowerPoint.
7. Are you ready?	Just show up.

How to present well	How to present badly
Part II: Present it.	
Rehearse and record.	Just show up.
Pace yourself.	Auctioneer it.
Consider choreographing.	Just keep making your favourite gesture.
Keep a backup or two.	Assume everything will work perfectly.
You're in this together with them. They want you to succeed.	They'll hate you. Nah, they're not worthy of you.
The microphone is your friend.	Get too close or not close enough, speak right into it or turn away.
No mike? Enunciate, don't holler.	SHOUT AT THE TOP OF YOUR VOICE
When things go wrong, remember: Spontaneity is best when it's well planned.	Problems? Panic. Stop everything. Blamestorm.
Panel? Debate? Prepare. Distill. And think about what the others will say.	Just show up and argue.
Wedding speech? Choose one sweet, funny image. Brevity is the soul of wit.	Make it embarrassing or make it trite, but make it long.
Banquet speech? It's not about you, it's about them. Brevity is the soul of wit.	Start with an irrelevant joke, then go on about whatever you feel like, but make it long.