



BLACK ROCK DESERT  
HIGH ROCK CANYON  
EMIGRANT TRAILS



# Program Delivery

## ◆ CHECK THE SETTING

Before giving a presentation, check to make sure the basic physiological needs of your audience are being met. Stand in the shade and out of the wind if possible. Keep your audience facing away from the sun. If using visual aids, make sure that they can be seen easily from every angle. Speak loud enough so that everyone can hear you. Check with your audience periodically to make sure everyone is comfortable and can see & hear you easily.

## ◆ OVERCOMING FEAR

Giving a presentation to a group of strangers can be intimidating, just remember that your audience is made up of people just like you. They want you to relax and have a good time right along with them. They want you to succeed! The following are a few tips to help you relax:

- Know your material. In reality, no interpreter can know all there is to know about a subject. Instead, strive to know enough to feel comfortable in your presentation and enough to recognize what you don't know.
- Admit it when you don't know! If someone asks you a question that you don't know the answer to, say so and offer to look up the answer for them. It is OK to ask for a visitor's e-mail address and send them the answer later.
- Practice, practice, practice. Practicing your presentation will not only make your delivery go more smoothly, it will also give you the confidence you need to give a great presentation.





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## ◆ NON-VERBAL COMMUNICATION

Before even speaking a word, you will convey a ton of information to your audience just through your non-verbal communication. To ensure that you are sending a positive message, follow these helpful hints:

- Check your posture and facial expression to make sure that they are warm and inviting.
- Avoid rocking or pacing, both are distracting to your audience. Practice standing naturally and using your body as an extension of your voice.
- If you are wearing sunglasses, take them off when speaking so that you can make eye contact with your guests.
- Be aware of your appearance. Strive to appear as neat and professional as possible.

## ◆ VOICE MODULATION

To avoid speaking in a monotone, work to develop a pleasant and expressive speaking voice. Strive for a variety in pitch, tone, volume, and speed. Practicing your presentation will help you to achieve excellent voice modulation.

SOURCE: *PERSONAL INTERPRETATION* BY LISA BROCHU AND TIM MERRIMAN

