



The ECHO™ — Your Weekly Presentation Tip

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Find the Right Words for Your Conference Calls

Nothing makes a teleconference or Web meeting harder to listen to than a presenter who stumbles to find the right words, instead using a lot of filler words like "umm," "ahh," and "so."

While we use these fillers to help kill time while we think of our next thought, they don't allow us to put our best foot forward. Here are a few tips that will help you to reduce the fillers and find the right words:

- Do not fear silence, which always seems much longer to you than to your audience. A brief pause can help you gather your thoughts before you continue.
- Create a list of attendees and deliver a single thought or sentence to each attendee, just as you would use your eye-brain control with an audience that's in the room with you.
- Speak louder than you normally would on the phone. This is a presentation after all, and the phone's internal works will adapt. Speaking loudly makes you more aware of each "um" and "er," so you'll use them less.

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