



Don't speed-talk!

A mini-guide on how *not* to
speed-talk

Mini-guide: Don't speed-talk

... because no one will understand much of what you're saying. Quite simply.

One of the most common challenges I see when people want to speak with bigger impact is that they speed-talk. In normal conversations they speak at a perfect pace, but the minute it becomes a presentation in front of an audience, they start to speed-talk.

This Mini-guide is about understanding why we speed-talk, why it's problematic, how to get rid of it and what to do mid-presentation if you do it anyway.



Why do we speed-talk?

Nerves: When nerves kick in, it's common to feel the urge to rush through a presentation. The fear of making mistakes can cause you speed things up, basically to get out of there as soon as possible.

Excitement: You can also be so passionate about your topic that you can't help but speak quickly in your enthusiasm. It's great to demonstrate excitement, but not if the cost is speed-talk.

Time Constraints: In situations with strict time limits, you may feel implicitly pressured to speak quickly to ensure you cover all your points within the allocated time.



Why is speed-talking problematic?

Reduced clarity: Rapid speech makes it challenging for the audience to understand your message clearly. And we obviously want clarity.

Lack of engagement: Fast-paced speaking can overwhelm the audience, reducing their ability to stay engaged with your presentation.

Lower credibility: Speed-talking can undermine your credibility as a presenter, as it may convey a lack of confidence or preparation. A good pace is essential to ensure a captivating and impactful delivery.



How to overcome the challenge of speed-talking?

Preparation: Practice, Practice, Practice. There's no way around it. You must thoroughly rehearse your presentation multiple times, focusing on your pace. Time yourself, and possibly simplify your content so you know you have enough time.

Mindful breathing: Do breathing exercises just before you start your presentation. It serves to calm your nerves and acts as a reminder to control your speed-talking.

Short sentences: Make shorter sentences with full-stops in between to allow for you to have these natural slowing-downs in your speech.

Articulation: Concentrate on pronouncing each word clearly and distinctly. You might feel you sound off, but over time you'll manage to do it still sounding like you, just clearer and slower paced.

Pauses: Intentionally incorporate pauses into your speech to break up speedy patterns and allow the audience to digest your messages. This also gives you an opportunity to gather your thoughts and slow down. Additionally, pauses emphasize key points in your presentation.

Rules to remember: Make rules as reminders of good pace. E.g. count to four (in your head!) each time you move to the next slide or say 'rollercoaster' (in your head!) every time you deliver a key point. And if you accidentally say it out loud, the audience will forgive you in an instant if you explain why. Nothing beats an authentic presenter.



And if you speed-talk anyway!

If you, despite your efforts, speak too quickly during a presentation, here's the plan:

1. When you notice you speed-talk, remind yourself of this plan and your commitment to following it 😊
2. Finish your sentence.
3. Take a deep breath. A simple pause-and-breathe will help you reset your pace and regain control over your delivery, ensuring that your message is conveyed clearly and effectively to your audience.

Test out what works for you and incorporate it. As with all other things, mastering a skill (or getting rid of old habits) takes time and practice.

But then magic can happen 😊



Stay updated with the latest insights, exclusive course announcements, new content releases, and special offers. Subscribe [here](#). (*Opens in a new window*)

Check out other mini-guides and more content [here](#).

Get in touch!

☎ +45 4098 3884

✉ ALN@dunordadvisory.com

📅 17 Book a no-obligation call [here](#).