



Teleprompter Confidence

The Complete Checklist of What to Do Before and During Your Presentation for Ultimate Clarity, Confidence, and Engagement

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Say goodbye to jitters and hello to smooth, authentic deliveries that engage your audiences.

Teleprompter Confidence

**The Complete Checklist of What to Do
Before and During Your Presentation for
Ultimate Clarity, Confidence, and Engagement**

Stepping in front of a teleprompter might give you the willies at first, worrying about sounding too rehearsed or robotic...and no one wants to fumble their lines or lose their place. But guess what? With the right mindset and a couple of handy techniques, you'll find that the teleprompter can be your sidekick for a fantastic, authentic performance.

Before you get started, here's something to remember: A Teleprompter is your friend... even if you don't think so right now. Whether it's the full on classic teleprompter or just bullet points on an iPad, the aim is to make you comfortable and help you connect with your audience.

First tip, you don't have to stick to the script like glue. The biggest actors in the world always leave room for improvisation and in the moment changes, to bring their own zest to a script and role. I want you to add your own touches, making small adjustments to the script while you're performing, to make it authentic and real.

Here are some simple tricks to make it all feel more natural. First, I want you to Intentionally stumble over some words. That will instantly make it seem like you're not reading at all. Second, you need to take more meaningful pauses. When you're reading you see the next sentence.

When you are just speaking freely without a prompter, you naturally take some time in between sentences to think about what you want to say next. Do that WITH the teleprompter. And third, you should sometimes repeat words in a sentence. It makes the audience perceive that you are absolutely NOT reading. My fourth tip is for you to intentionally look away from the camera now and then, as if you're gathering your thoughts. My suggestion is to look down, not left and right. If you work on and implement any or all of these tips, you'll present with a much more natural vibe.

The goal isn't to be a picture-perfect version of a speaker, it's to be you, perfectly imperfect, and connect with the people listening. With some practice and the right teleprompter speed, you'll confidently deliver your message, sounding as if you're just chatting with old friends.

On the next pages, you will find two checklists for you. The first one is a pre-read checklist, and the second offers tips for when you're in the middle of reading.

So, go ahead, and seize the moment. Strive for that ideal mix of preparation and spontaneity as you share your words and emotions with confidence and realness. There's great storytelling in you, let it shine naturally. You've got this. I'm wishing you all the best on your teleprompter journey.

Love,

A handwritten signature in black ink that reads "Roger Love". The signature is written in a cursive style with a large, looping initial "R" and a long, sweeping underline.

What To Do Before Your Next Teleprompter Read

- Prepare the script:** Review and finalize your script, making sure it is well-written, error-free, and structured in a logical manner. Break it into manageable sections or bullet points.
- Practice reading the script:** Familiarize yourself with the content by practicing reading the script aloud until every word rolls out of your mouth. If any get stuck, change the word. Pay attention to pronunciation, fluency, and clarity of delivery.
- Understand the purpose and message:** Gain a clear understanding of the purpose and message of your presentation. Are you teaching, leading, entertaining? What's the outcome you're looking for from the listeners? How do you want them to feel? This will help you deliver the content with confidence and conviction.
- Familiarize yourself with the teleprompter setup:** Set up and test the teleprompter or software beforehand. Ensure that it's positioned correctly at eye level and that you are comfortable reading from it at the distance you've chosen.
- Adjust the pacing and speed:** Determine the ideal scrolling speed of the teleprompter text that matches your natural speaking pace. Practice adjusting the speed to maintain a smooth and controlled delivery. Most prompts allow you to pause the scrolling. You should practice that as well, either by touching the keypad or getting an optional footswitch when available.
- Plan for pauses and inflections:** Identify key points or moments in the script where you can add pauses, emphasize certain words or phrases, or vary your tone and inflection. This will help you maintain a dynamic and engaging delivery.

- Practice eye contact:** If there's a virtual audience, practice shifting your gaze between the teleprompter and the participants. If the camera is higher than the words, practice looking directly into the camera plenty of times. The ideal situation is that the camera is set so that you can read the words and make the viewers think you are looking directly at them.

- Dress appropriately:** Choose appropriate attire that aligns with the purpose and tone of your personality and presentation. Feeling comfortable and good about what you're wearing gives you more confidence and credibility.

- Check lighting and appearance:** Ensure that the lighting is good for YOU, that you have your hair and makeup set the way you like it. Pay attention to your posture (stand or sit up straight), and facial expressions (make a lot of them). Take note of any major distractions in the background. Is the painting behind you so interesting that they focus on it instead of you? Is the background so busy that it makes them look at too many things?

- Warm up your voice:** At least 30 minutes prior to the teleprompter read, do your vocal warm-up exercises to get your vocal cords and air flow relaxed and ready. This can really help prevent any vocal strain.

- Warm up your body:** Engage in some physical warm-up exercises to loosen up your body and release tension. Stretching, deep breathing, and light movements can help you feel more energized and focused.

- Check the teleprompter settings:** Confirm that the font size, scrolling speed, and text alignment on the teleprompter are set according to your preferences. Make any necessary adjustments before you start.

- Test the teleprompter visibility:** Stand at your designated spot and check the visibility of the teleprompter from different angles. Ensure that there are no obstructions or glare that may hinder your reading.
- Have a backup plan:** Prepare a printed copy of your script or cue cards as a backup in case of any technical issues with the teleprompter. Familiarize yourself with this backup option.
- Set up adequate lighting:** Ensure that the lighting around you is appropriate for the teleprompter read. Avoid bright backlighting and shadows that may affect the legibility of the text.
- Minimize distractions:** Create a quiet and distraction-free environment for your teleprompter. Turn off notifications on your electronic devices and focus on the task at hand.
- Hydrate and take breaks:** Drink enough water to stay hydrated before starting. Plan for short breaks during longer reading sessions to rest your eyes and maintain focus.
- Visualize success:** Take a few moments to visualize yourself delivering a confident and engaging teleprompter read. Use positive affirmations to boost your confidence and set the intention for a successful performance.

Keep This In Mind While Reading From The Teleprompter

- Maintain eye contact:** While it's necessary to glance at the teleprompter for the script, remember to engage with the camera or audience as well. Maintain natural eye contact to create a connection.
- Control your pacing:** Be mindful of your speaking speed and adjust it accordingly to your emotions as well as the scrolling speed of the teleprompter. Avoid rushing or speaking too slowly, aim for a smooth and consistent pace.
- Use proper intonation and inflections:** From sentence to sentence, vary your Melody, Tone and voice inflections to add emphasis and convey emotions effectively. This helps prevent a monotonous delivery and keeps the audience engaged.
- Watch for nonverbal cues:** Pay attention to your body language and facial expressions. Ensure that you align them with the content and emotions conveyed in the script. Display confidence and enthusiasm through your posture and gestures.
- Incorporate improvisation:** While reading from the teleprompter, don't be afraid to improvise and add your own personal touch to the delivery. This can include adding additional thoughts, anecdotes, or adjusting certain words to make them more natural to you.
- Anticipate and minimize mistakes:** Mistakes can happen, so never let them shock you. If you stumble or mispronounce a word, it's no big deal, maintain your composure and continue without dwelling on the errors. Remember that a few mistakes don't diminish the overall impact of your presentation. Your listeners aren't any more perfect than you.

- Pay attention to timing:** Be aware of the time allotted for your speech or presentation. Pace yourself accordingly to ensure you cover all essential points without rushing or going over the allocated time. Don't go over your time allotment. It's disrespectful to all the speakers that come after you that day.

- Stay focused:** While using the teleprompter, remain engrossed in the content and avoid distractions. Concentrate on delivering the message effectively without losing your connection with the subject matter.

- Utilize visual aids:** If appropriate, use visual aids, slides, or props to complement your teleprompter read. These elements can enhance the overall impact of your presentation and help keep the audience engaged. But remember, they are NOT more important than you. Keep the audience focused on yourself, that's the key to engagement.

- Seek feedback and adjust:** During the rehearsal stage, and day of, have someone you trust observe and provide constructive feedback on your teleprompter read. Implement any necessary adjustments to improve your delivery for future presentations.

- Be aware of your body language:** Maintain good posture, use appropriate hand gestures, and have a relaxed and confident stance. Your body language should complement and enhance your delivery, not distract the audience.

- Connect with the emotions:** Use your voice to convey the emotions and tone of each part of the script. Vary the Pitch, Pace, Tone, Melody, and Volume to express different emotions effectively. Match the emotional content of the script parts with your vocal delivery.

- Monitor your breathing:** Take diaphragmatic breaths and maintain control over your breathing while reading from the teleprompter. This helps ensure consistent delivery, clarity, and reduces the chances of running out of breath... Plus it helps reduce anxiety.

- Handle technical difficulties calmly:** In case of any technical issues, remain calm and composed. If the teleprompter stops or malfunctions, take a moment to gather yourself, think about what to do next, and continue with the script, making adjustments as necessary.

- Stay engaged with the content:** Even though you are reading from a script, actively and emotionally engage with the words and connect with the message. This helps you deliver the content in a genuine and authentic manner.

- Monitor your energy level:** The energy level of your delivery can influence the engagement of your audience. Adjust your energy level based on the tone and content of the script, keeping it lively and engaging. You need to maintain a solid stream of energy OUT, no matter what emotion you're showing or words you're speaking.

- Enjoy the moment:** Embrace the experience and let your enthusiasm show. A genuinely engaged speaker captures the audience's attention, making the presentation memorable for everyone involved.

Here's what to do next

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Lacey Lowber

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Dr. Kathleen

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