Plan. Below you will find a list of the most common, realistic scenarios, which you can prepare for. Feel free to add to it and come up with other solutions as well.

You Feel Like You Are Going to Faint

What can you do?

- You are preparing for the presentation. When you stand up, you feel that your knees are giving way. You take a deep breath and try to calm yourself.

- You have prepared an excellent presentation, and you are ready to present it. Suddenly, you feel a strong desire to faint. You take a deep breath, speak a few words, and try to remain calm.

- While you are speaking, you feel a strong desire to faint. You take a deep breath, speak a few words, and try to remain calm.

Is there a way out?

- In this scenario, no matter how much you've tried to handle your anxiety, the symptoms are still present. You need to take a few deep breaths, have a sip of water, and move on.

- The list of components, which might contribute to your anxiety, while speaking in front of an audience, can be quite long. Perhaps some of the items are related to cognitive distortions, interfering with your presentation. Remember that if you haven't been working on your anxiety, then you need to start.

You Forgot Something Important

What can you do?

- You have manufactured an excellent presentation and have rehearsed it enough to create an interesting and smooth speech. Then, you planned in advance and thought about how you would interact with the audience. Although it all seemed perfect, during your rehearsal, in the middle of a section you are talking about, you suddenly remember that you switched to the next slide too quickly, and forgot to say something important, which was a part of your plan. Remember that this can happen to you, even if you know everything. You can always go back, saying that you forgot to mention something important, then do it, and say something important, which was a part of your plan.

The Audience Is Passive

What can you do?

- The audience is not very responsive, they do not ask questions. Feel free to ask your audience a question, you cannot be phased by some small incident. The opposite effect could be expected, and you might become even more anxious. Simply acknowledge they are not very responsive, smile and answer your question. You can always go back, saying that you forgot to mention something important, then do it, and say something important, which was a part of your plan.

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You Don't Know the Answer to a Question

What can you do?

- Remember to remain calm, as not knowing the answer to a question won't turn a good presentation into a disaster. Be honest with your audience – nobody knows everything.

- Your presentation is full of information you want to share with your audience. While you say something important, which was a part of your plan, you suddenly remember that you switched to the next slide too quickly, and forgot to say something important, which was a part of your plan. Remember that this can happen to you, even if you know everything. You can always go back, saying that you forgot to mention something important, then do it, and say something important, which was a part of your plan.

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You Start Stuttering, Blushing, or Get Confused

What can you do?

- Although you have now learned how to prepare for the unexpected, you may also find it useful to learn how to approach difficult situations. Anxiety, by itself, won't make you more anxious, but what you do with the anxiety can make a lot of people, and you are capable of coping with it.

- An interesting fact is that you have manufactured an excellent presentation, and you are ready to present it. Suddenly, you feel a strong desire to faint. You take a deep breath, speak a few words, and try to remain calm.