

Speech Delivery

I. Before your speech

- A. _____ carefully & completely
- B. _____ your best
- C. _____ tense muscles
- D. Give yourself a _____.
- E. Be self-assured.
 - 1. walk to the front with _____
 - 2. _____ a few seconds before speaking

II. Vocal Delivery

- A. _____ - strong positive feeling speakers show for their topic.
- B. _____ - meaningless speech sounds that speakers use to fill time.
 - 1. uh, well, um, you know, like
 - 2. more likely to use them when unprepared
- C. _____ - proper production of sounds & syllables when speaking
- D. _____ - clearness of a speaker's voice and words. Being distinct.
- E. _____ - highness or lowness of a person's voice. Avoid being monotone.
- F. _____ - loudness or softness of a person's voice.
- G. _____ - the force at which something is said. It does not equal volume.
- H. _____ - stressing and placing emphasis on certain words and phrases.
- I. _____ - speed at which you speak.
- J. _____ - Talking to the audience not at them.

III. Nonverbal Delivery & Behavior

- A. _____ - how you look to your audience. Be clean and well groomed, clothes should be neat and tidy.
- B. _____ - direct visual contact with the eyes of the audience members for an extended period of time.
 - 1. Look randomly at individuals and a groups of individuals distributed widely in the audience.
 - 2. Don't look above their heads or avoid them altogether.
- C. _____ - indicated the mood, tone and content of your speech.
 - 1. Avoid deadpan expression - one that never changes regardless of what is said.
 - 2. Avoid conflicting expressions - those that don't match the speaker's words.
- D. _____ - movements of your head, arms, hands, and body. They should be natural.
- E. _____ - Creates an impression of confidence and authority.
 - 1. Keep equal weight on each foot
 - 2. Things to avoid - locking knees, swaying, slumping/slouching, rocking, hands in pocket
- F. _____ should be purposeful. Don't pace; move slowly.
- G. _____ distracting mannerisms such as pushing up glasses, tucking hair, playing with jewelry.
- H. The use of _____ should help, not hinder your speech. Avoid playing with cards or

reading directly from them. They should be a reminder of a few key words and phrases.

IV. Other factors affecting delivery

A. _____ - controlled pacing of a speech. Pace to fit within time limit and deliver specific words or phrases to give them special attention.

B. Audience feedback - an effective speaker knows when to:

- 1.
- 2.
- 3.
- 4.

C. _____ - the nervousness that a speaker feels before and during the presentation.

1. It is normal. Almost everyone experiences some form of stage fright.
2. Sometimes it is beneficial
3. The audience is not likely to notice your nervousness.
4. Experience and preparation will help.

D. Nervous Issues

1. Queasy feeling, butterflies, sweaty palms, weakness - will feel strong at first, but will subside once you get going. Ignore them.
2. Dry mouth - Don't swallow & lick lips. Start slowly and concentrate on what you're saying.
3. Stumbling over words at the beginning - Practice saying your opening line several different ways so that you feel comfortable with a variety of openings.
4. Perspiration, squeaky voice, trembling - Ignore them and focus on the message.
5. Strong desire to quit - Finish your speech no matter how painful the experience seems at the moment.

E. Distractions

1. Noise
 - a. Continual background noises - ignore if it's not excessively loud or speak louder if necessary.
 - b. Momentary noisy distractions - pause until noise subsides and then go on as if nothing had happened.
 - c. Longer noisy distractions - announce that you will pause until it subsides, then continue where you left off. You may choose to summarize the point you were making.
2. Hecklers - (people who purposely try to disturb you) Do nothing. Don't give them a reaction.

F. Unexpected events

1. Dropping material - be graceful about it when picking it up and go on as if nothing had happened.
2. Speaking without key material
 - a. if at desk, then excuse yourself, get the material, return, and go on as if nothing has happened.
 - b. if material is unavailable, either skip any reference to it or think of a way to present the information in some other manner.
3. Forgetting a key point - unless it is vital to your audience's understanding, go on without it. If it is vital, simply state "I forgot to mention this very important point..."

