

Speech Delivery

I. Before your speech

- A. Prepare carefully & completely
- B. Look your best
- C. Relax tense muscles
- D. Give yourself a pep talk.
- E. Be self-assured.
 - 1. walk to front w/ confidence
 - 2. pause a few seconds before speaking

II. Vocal Delivery

- A. Enthusiasm - strong positive feeling speakers show for their topic.
- B. Vocalized Pauses - 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. Pronunciation - proper production of sounds & syllables when speaking
- D. Enunciation - clearness of a speaker's voice and words. Being distinct.
- E. Pitch - highness or lowness of a person's voice. Avoid being monotone.
- F. Volume - loudness or softness of a person's voice.
- G. Intensity - the force at which something is said. It does not equal volume.
- H. Inflection - stressing and placing emphasis on certain words and phrases.
- I. Rate - speed at which you speak.
- J. Conversational speaking - Talking to the audience not at them.

III. Nonverbal Delivery & Behavior

- A. Appearance - how you look to your audience. Be clean and well groomed, clothes should be neat and tidy.
- B. Eye Contact - 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. Facial expressions - 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. Gestures - movements of your head, arms, hands, and body. They should be natural.
- E. Posture - 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. Movements should be purposeful. Don't pace; move slowly.

- G. Eliminate distracting mannerisms such as pushing up glasses, tucking hair, playing with jewelry.
- H. The use of notes 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. Timing - 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. repeat an idea
 - 2. talk louder or softer
 - 3. speed up or slow down
 - 4. restate an idea in a different way
- C. Stage fright - 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. It is the best way to overcome stage fright.
- 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..."