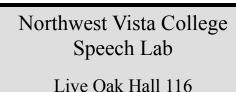


Delivery

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Don't be Scared—Be Prepared



486-4639

Walk-ins Welcome

Appointments Recommended

You cannot make a good speech without having something to say. But having something to say is not enough. You must also know *how* to say it. - Stephen E. Lucas, *The Art of Public Speaking*

Our lab can assist you with inventing, organizing, and delivering any class presentation





Elements of Delivery

Appearance

You should look at least as nice as everyone in your audience. Your look should complement your message.

If your appearance draws too much attention, the audience is not listening to the message.



Eye Contact

Maintain eye contact with all of your audience members, do not glare at one person.

Keeping eye contact allows you to develop a relationship with your audience and obtain feedback.

Body Movement

Don't rock back and forth or side to side.

Walk purposely if you want to move around while speaking.

Facial Expressions

Should be natural unless you're driving a point home.

Smile to break the ice and dispel nervous tension (especially in the beginning of the speech or before you begin).

Verbal Elements

Project your voice so everyone can hear you.

Put emotion into your voice so your audience is interested.

Be careful of filler words (um, uh, like, you know etc.).

Clearly enunciate your words so everyone understands you.

Posture

Try to look natural and at ease.

Avoid slouching, it looks sloppy.



Gestures

Gestures should be natural, and comfortable. Use them to reinforce your message.

Don't put your hands:

- ⇒ Behind your back
- ⇒ Clutched in front of you
- ⇒ Resting on your hips
- ⇒ On your chest