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# After you have prepared you speech you need to deliver it....

# Reviewing what we have said so far about the role of body language

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### Your body language

Smile!

Make eye contact!

Stand powerfully!



#### Gaze

- Looking at your listeners in the eyes
  - · Establishes an interaction
  - You're communicating, not speaking

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#### Your body

An open body, with open arms inspires trust and aids the message comprehension





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#### Remember that

When we speak our body sends messages that 'talk' about our personality and energy

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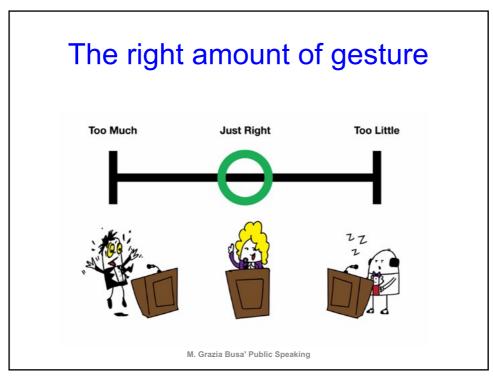
How does non-verbal language contribute to our image and the meanings we want to convey?

The words in the messages we deliver can be helped or hurt by the messages our body sends

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## Coordination of speech and body gestures



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#### Hand gestures

- Too much gestures are confusing
- Too few gestures communicate detachment, lack of participation
- Use gestures to 'underline' important concepts



- Think of the way you naturally gesture
- Select those gestures that
  - Come natural to you
  - Naturally fit what you want to say

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- Take note of which gestures help you get your message across
  - Focus on the gestures that support the ideas in your speech

#### Where to gesture

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## Where you gestures influences your credibility

https://www.youtube.com/watch?v=-0m23ut4R6g



- Reduced
- Enlarged





http://www.huffingtonpost.com/vanessa-van-edwards/20-hand-gestures-you-shou\_b\_8034618.html

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## The transitions in your speech

Use your gestures to accompany transition points



www.shutterstock.com - 84108082

#### Also..

Use your voice to underline your transitions and numbers:

FIRST SECOND

••••

LAST
TO CONCLUDE....

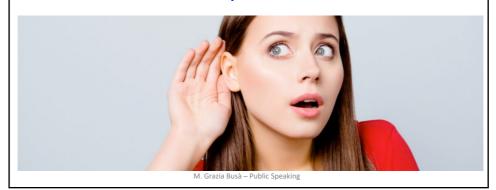
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#### Voice Volume

Your presentation must be heard clear and loud by everyone

· Check your voice volume



#### Shifts in volume for unpredictability

#### Unpredictability is:

- linked with variety
- opposite of monotony
- key to keeping your audience captivated!

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#### How to vary your voice volume

- > Set the main volume
- Alternate loud and soft at important places
- Most importantly, be unpredictable

### Some common uses of volume in speech

Lower the volume for an aside. Raise the volume gradually as you build toward a point.

Change your volume when you're changing an idea or an approach

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#### **Voice Variation**

- Vary your intonation, don't speak in a monotone
- Don't mumble, articulate clearly
  - Avoid hesitations: hmm



## A political speech where there is no variation



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#### A better example



Use your pauses well!

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#### An example

 $\frac{https://www.youtube.com/watch?v=OBG50aoU}{wlI}$ 

From 4.20

#### Your speech rate

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#### **Control Your Pace**

- Modify your speech rate
  - Speak faster when you are saying something straitforward
  - Speed up when you are saying something that is easy to understand

#### Last piece of advice

- Practice is key
- Rehearsing in front of the mirrow can be very beneficial



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