



Tips for Effective Delivery When Giving a Speech

- The speaker's delivery should be natural, like a normal conversation
- A speaker's confidence contributes to the effectiveness of the delivery.
- An effective delivery is direct in that it requires the speaker to connect personally with listeners by building rapport.
- Tap into the audience's emotions and feelings by using vivid imagery.
- Effective speakers are careful to use language that is appropriate to the audience, the occasion, and the subject matter.
- Know how to control vocal delivery.
 - Volume
 - Pitch
 - Rate
 - Pauses
 - Vocal variety
 - Pronunciation and articulation
- Use your voice to emphasize important points and show enthusiasm
- Nonverbal behaviors function to clarify the message
- Nonverbal behaviors help the speaker to establish credibility by affecting audience perceptions of competence, trust worthiness, and character.
- Gestures & body movements help to clarify the meaning of the speaker's words and emphasize what you feel is most important in the presentation.
- PRACTICE, PRACTICE, PRACTICE
- Your movements, gestures, and facial expressions should all appear natural and spontaneous

- Use good eye contact
 - This establishes a relationship between you and your audience
 - Scan the room and involve everyone in your speech
 - Know your speech
- Use good posture while speaking
- Use your voice to emphasize important points and show enthusiasm

What should I avoid?

Random movements such as... twirling your hair, pacing, rubbing your face or eyes, tapping your foot on the floor, or tapping your pencil on the podium or desk in front of you