PRESENTATION SKILLS

DELIVERY
How do we communicate?

Face-To-Face Communication

- Non-Verbals: 55%
- Tone of Voice: 37%
- Words (Verbal): 8%
AGENDA

- Basics about delivery
- Physical delivery
- Vocal delivery
WHAT IS DELIVERY

- Visible and audible activity by which speakers communicate their ideas and feelings to their listeners.
- Effective delivery is well adjusted to the demands imposed by the speaker, the speech, the audience and the occasion.
- It also requires a certain degree of formality and some attributes of a good conversation like: directness, spontaneity, vocal and facial expressiveness, and lively sense of communication.
Why is delivery important

- It makes the meaning and the spirit the speaker wants to express as intense as possible.
- Interpretation and understanding of the content are easier for the audience.
- It conveys the speaker’s ideas clearly, interestingly, and without distracting the audience.
- To make a successful presentation, you should be aware of two aspects of delivery: PHYSICAL & VOCAL delivery.
Physical Delivery

- Appearance
- Eye-contact
- Facial expression
- Gestures
- Posture
- Movement
APPEARANCE

- Your appearance should fit to the demands of the speaking occasion and audience expectations.
- Look well-groomed and tidy.
- Dress appropriately.
- Your appearance should not distract your listeners; it should inspire confidence.
- Avoid uncomfortable clothes that need constant adjusting.
FACIAL EXPRESSION

- Your facial expressions and the intended meaning behind your words should match.

- An audience cannot get excited about a topic if it does not excite the speaker.

- Try smiling if you are too nervous and fake confidence.
EYE-CONTACT

- Most important component of physical delivery.
- It initiates conversation and has the power to make people listen.
- It increases listeners’ confidence in the speaker and considered as a sign of speaker sincerity.
- Try to look at each person in the audience for a few seconds and shift your glance.
POSTURE

- Your posture should express relaxed competence.

- The most neutral way of standing: upright posture, back straight, feet slightly apart.

- It is easier to use your hands freely for gestures, handle notes and deal with visual aids in such a position.
GESTURES

- Gestures help you relieve tension, arouse attention, and function as a visual aid.
- They make you more interesting to watch and listen to.
- Do not preplan your gestures as you will look unnatural and forced.
- Try to be as natural as possible.
- For some distracting gestures, see page 63 of your course book.
MOVEMENT

- It helps you attract and maintain attention.

- Avoid distracting movements like:
  - Swaying or rocking
  - Pacing too much
  - Playing with your hair
  - Clinging to the lectern
  - Scratching your head etc.
VOCAL DELIVERY

- Voice
- Volume
- Vocal variety
- Pace & fluency
- Pausing
The way you use your voice may reflect confidence, sincerity, and enhance the meaning of your speech.

Your voice will add a lot to your speech if it is firm, clear and musical.
VOCAL VARIETY – pitch, intonation & tone

- **Pitch**: highness or lowness of your voice
- **Intonation**: variation of pitch when speaking.
- Intonation should be deliberately varied to convey appropriate message of surprise, anger, sarcasm etc.
- Always try to speak in a positive tone and a clear manner.
PACE & FLUENCY

- Speaking too slowly or rushing through the speech are both mistakes to be avoided.
- Slow down when there is need for special emphasis, and rush on to the punch-line when telling a story or an anecdote.
- Varied use of pace will add to the attractiveness of your speech.
- Speaking in too many short, choppy sentences or too many long complicated sentences will disrupt the fluency of your speech.
- Avoid long awkward pauses, hesitations, too many filler words and sounds.
VOLUME

- Adapt your voice so even the people at the back will hear you.

- Be aware of the acoustics of the room, size of the audience and the level of the background noise.
PAUSING

- A valuable strategy to signal the end of a thought unit, give the listeners time to digest, or to help yourself regulate your breathing and pace.

- **When to pause:**
  - Transition from one point to another
  - Emphasis