

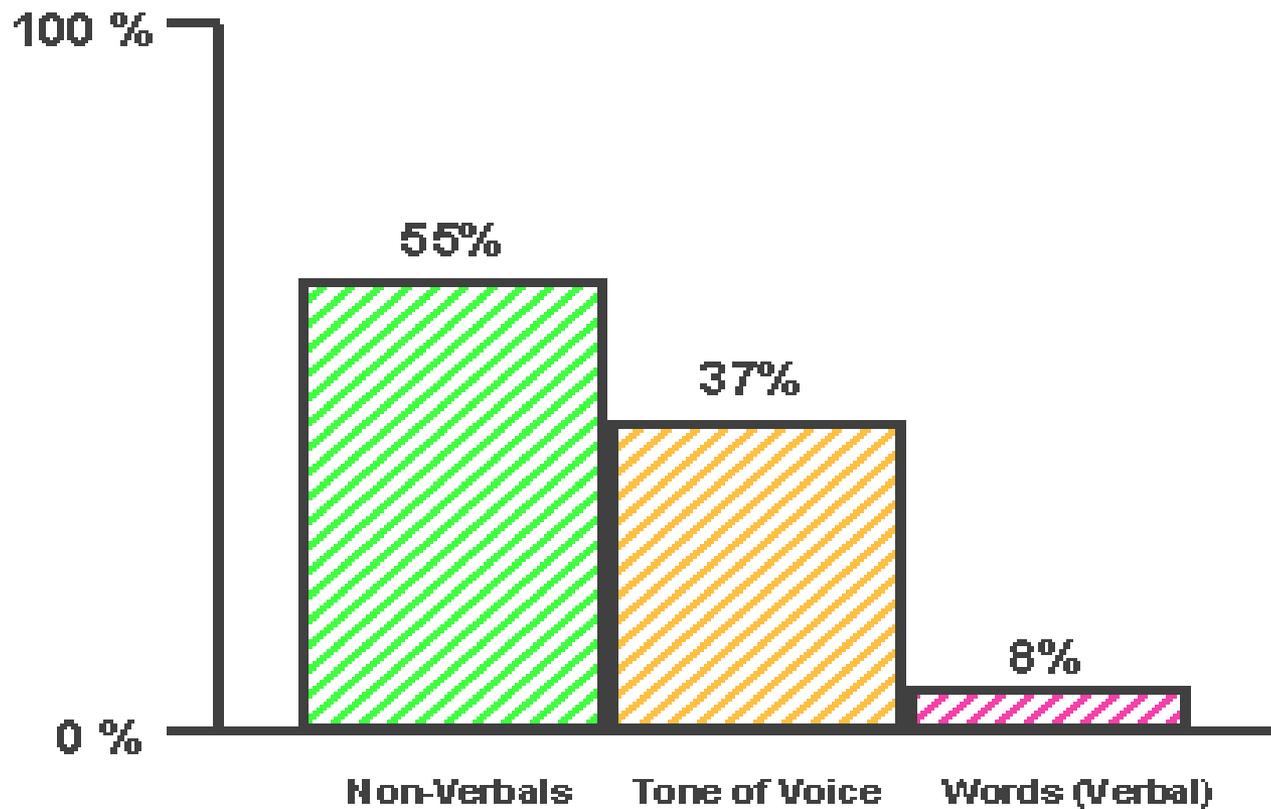
PRESENTATION SKILLS

DELIVERY



HOW DO WE COMMUNICATE?

Face-To-Face Communication



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.**

EYE-CONTACT



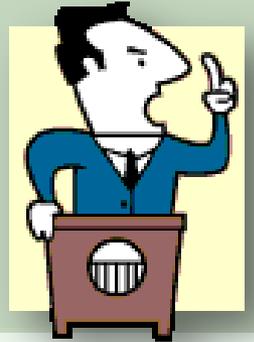
- **Most important component of physical delivery.**
- **It initiates conversation and has the power to make people listen.**
- **It increases listeners' confidence in the speaker and considered as a sign of speaker sincerity.**
- **Try to look at each person in the audience for a few seconds and shift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



VOICE



- **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**