

Chapter 16

1. Presentations Skills
 - a. Extemporaneous method
 - i. Using an outline and supporting material
 - b. Redundancy
 - i. Repetition of ideas to enhance a clear message
2. Methods of Delivery
 - a. Extemporaneous delivery
 - i. encourages conversational style of delivery, may use an outline
 - b. Manuscript delivery
 - i. Follows exact wording for legal and time constraints
 - c. Memorization delivery
 - i. Is completely done from memory
 - d. Impromptu
 - i. Speech given with little or no time to prepare
3. Practice
 - a. Helps you build confidence and helps to alleviate speech anxiety
 - b. Make sure to use vocal variety and gestures (aka emotions)
 - c. Rehearse the presentation of your visual aids
 - d. Don't wait until the last minute!
4. Speech Anxiety
 - a. As you gain experience and confidence your anxiety will become less intense
 - b. Strategies for Dealing with Speech Anxiety
 - i. Thorough preparation and knowledge of your topic will help to build confidence and reduce your anxiety
 - ii. Focus attention on success
 - iii. Animated voice and gestures during the speech can help reduce the amount of anxiety you experience
5. Effective Delivery

- a. Eye contact
 - i. Work in sections
 - ii. Avoid the “lighthouse” effect
 - iii. Focus for a moment
 - iv. Divide into large groups
- b. Tone, Rate, Pitch
 - i. Conversational approach
 - 1. Normal rate of speed or a little faster
 - 2. Monitor your pitch
 - 3. Check your voice quality
- c. Nonverbal Gestures and Body Movement
 - i. Be in neutral position when not gesturing
 - ii. Watch not to do parallel gestures
- d. Dress
 - i. Dress appropriate to give your speech what it needs
- e. Preparation and Speech Day
 - i. Arrive early
 - ii. Test the technology
 - iii. Make copies
 - iv. Dress well
 - v. Handouts
 - vi. Visualize