

## **Public Speaking: Speech Delivery Skills**

Segment	Elements	Process
Delivery Method	Impromptu Extemporaneous Memorized Manuscript	<ul style="list-style-type: none"> <li>• Decide on the Delivery Style to Fit the Occasion</li> <li>• Determine What Works Best for You</li> <li>• Prepare and Use Notes</li> </ul>
Stage Fright	Strategies to Overcome Fear	<ul style="list-style-type: none"> <li>• Conquer Stage Fright</li> <li>• Learn Steps to Relaxation</li> <li>• Use Adrenaline to Your Advantage</li> </ul>
Credibility	The Secret of Charisma Techniques to Establish Trust	<ul style="list-style-type: none"> <li>• Create Rapport with the Audience</li> <li>• Establish Credibility through Expertise</li> <li>• Manage Hostile Audience Members</li> </ul>
Dramatic Performance	Personality and Charm Humor Storytelling	<ul style="list-style-type: none"> <li>• Exhibit Personality</li> <li>• Develop the Art of Storytelling</li> <li>• Establish Comic Timing</li> <li>• Master the Pause</li> </ul>
Vocal Skills	Articulation and Enunciation Pronunciation Vocal Variety Enthusiasm	<ul style="list-style-type: none"> <li>• Control Vocalized Pauses</li> <li>• Learn Articulation and Enunciation Techniques</li> <li>• Sustain Enthusiastic and Fresh Delivery</li> </ul>
Non-Verbal Communication	Non-Verbal Messages Distracting Physical & Vocal Habits	<ul style="list-style-type: none"> <li>• Dress for Success</li> <li>• Master Gestures, Facial Expressions, Eye Contact</li> <li>• Develop Effective Platform Movement</li> </ul>

Rehearsal	Memorization Techniques Plan for Dramatic Moments Movement that Reinforces Content	<ul style="list-style-type: none"> <li>• Memorize the Speech</li> <li>• Rehearse the Speech</li> <li>• Highlight Climatic Moments</li> <li>• Use Videotaping to Examine and Improve Delivery</li> <li>• Reach the Entire Room</li> </ul>
Response to Audience Reaction	Methods to Read the Audience Reaction to Audience Response	<ul style="list-style-type: none"> <li>• Adapt to Verbal and Non-Verbal Feedback</li> <li>• Anticipate Impromptu Moments</li> <li>• Invite Audience Participation</li> </ul>
Questions from the Audience	Listening Skills The Art of Paraphrasing Empathetic Response Recognition of Questioner's Emotion	<ul style="list-style-type: none"> <li>• Handle Questions Aimed to Discredit</li> <li>• Respond to Disagreeable Audience Members</li> <li>• Show Empathy with the Questioner</li> <li>• Develop Sensitivity to Unspoken Emotions</li> <li>• Plan Your Question/Answer Segment</li> </ul>