

# Public Speaking Toolbox



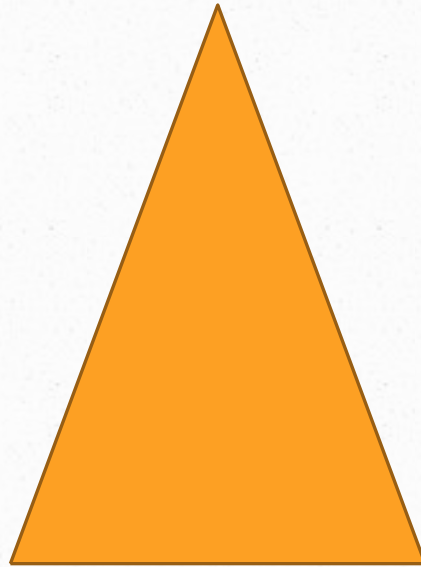
“High school graduates will depend heavily on their ability to vocalize their thoughts, communicate orally, listen attentively to others, and incorporate multimedia examples in presentations.”





Speaking is a balance  
between...

**Content**



**Voice**

**Body Language**



# Delivery

## Voice

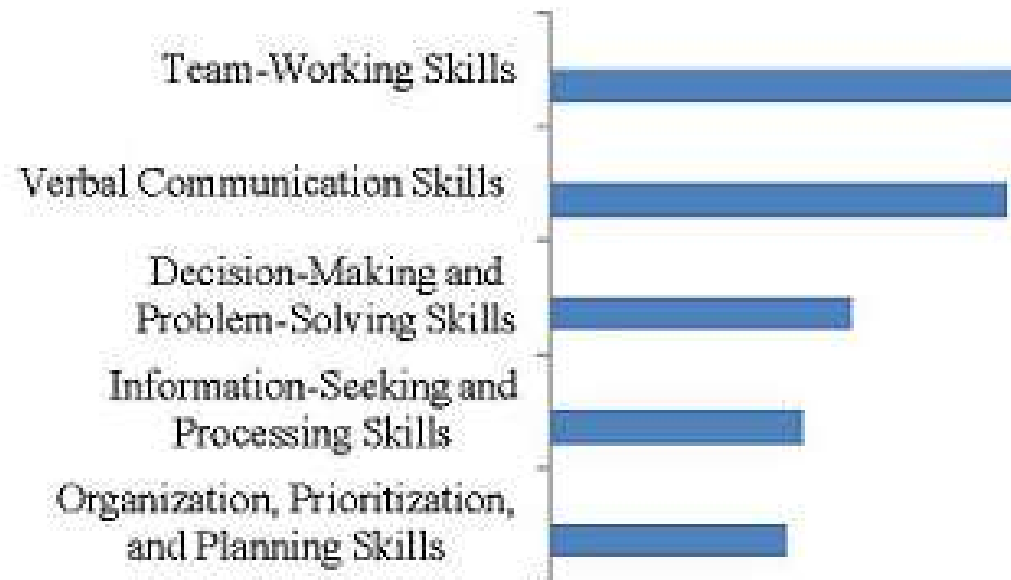
- ◌ Volume
- ◌ Pitch
- ◌ Quality
- ◌ Articulation
- ◌ Rate
- ◌ Variety

## Body Language

- ◌ Position
- ◌ Posture
- ◌ Gestures
- ◌ Face
- ◌ Eye Contact



According to the National Association of Colleges and Employers



<http://www.nacweb.org/home.aspx>



VOICE

# Volume

*o The level at which your voice is used and can be heard*

*o* Tips

- o* Project your voice to connect with your audience
- o* Use appropriate strength and intensity
- o* Vary to add emphasis and dramatic impact



# Pitch

- o *The highness or lowness in the sound of your voice*
- o Common to begin with a high pitch, or inflect pitch at the end of sentences
- o Varies by gender
- o Tip:
  - o Vary speech to express emotion and conviction

# Voice Quality

o *Your speaking sound*

o Tips:

o Expresses emotion

o Sets tone

o Establishes  
relationship

o Relax!

# Articulation:

*how distinctly you formulate your words when you speak.*

## Pronunciation

- Formation and utterance of words; the product of correct sounds in the sequence of a word.
- Examples: just—jist, going to—gunna, supposedly—su-pos-ab-lee

## Enunciation

- The fullness and clarity of speech sounds.
- Tip:
  - Shape tongue, teeth, palate, lips, and nose.



# Articulation Drill

*Repeat slowly at first, then progressively faster.*

**Red leather, yellow  
leather**

# Articulation Drill

*o Say the line slowly at first, then repeat faster and faster.*

**The tip of the tongue,  
the teeth and the lips**

*Now try it with a pen in your mouth*

**The tip of the  
tongue, the teeth  
and the lips**



# Rate

- o *How quickly or slowly you speak*
- o Slow speakers encourage listeners to daydream; people think faster than the flow of speech
- o Fast speakers frustrate listeners when information is spewed out at a rapid rate.
- o Tips:
  - o 120-160 words/minute
  - o Vary your rate to keep attention

# Vocal Variety

- o *The way you use your voice to create interest, excitement, and emotional involvement.*
- o Inflection: a raised pitch to place emphasis to a word.

# Vocal Variety Drill

A single change in inflection can change the meaning of a sentence:

I was born in Illinois (You were born somewhere else)

I was born in Illinois (How dare you imply that I wasn't)

I was born in Illinois (I'm a native- not a newcomer)

I was born in Illinois (Not outside of Illinois)

I was born in Illinois (Not in Minnesota)

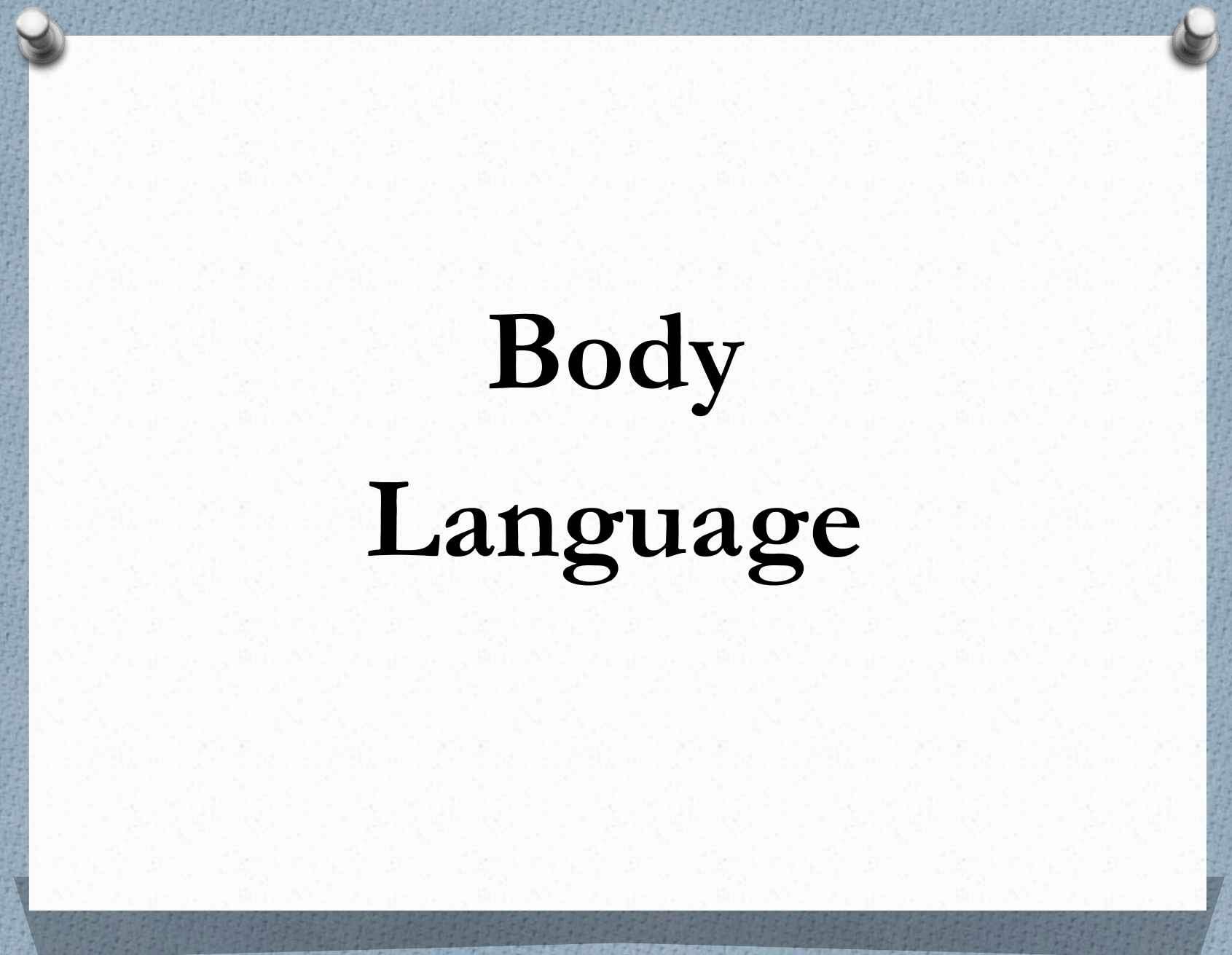


# Meet Phil Davidson

[http://www.youtube.com/watch?v=LMy\\_5ypyaRs&safe=  
active](http://www.youtube.com/watch?v=LMy_5ypyaRs&safe=active)



- 0 Speech 1: Richard Turere: My invention that made peace with lions
- Speech 2: Tyler DeWitt: Hey science teachers – make it fun
- Speech 3: Keller Rinaudo: A mini robot – powered by your phone
- Speech 4: Lewis Pugh swims the North Pole
- Speech 5: Ray Zahab treks to the South Pole
- Speech 6: Ric Elias: 3 things I learned while my plane crashed
- Speech 7: Ron Finley: A guerilla gardener in South Central LA
- Speech 8: Damon Horowitz: Philosophy in prison
- Speech 9: Hans Rosling: The magic washing machine
- Speech 10: Phil Hansen: Embrace the shake
- Speech 11: Julia Sweeney has “The Talk”
- Speech 12: Mark Bezos: A life lesson from a volunteer firefighter
- Speech 13: Eric Mead: The magic of the placebo
- Speech 14: Meg Jay: Why 30 is not the new 20
- Speech 15: Michael Pritchard: How to make filthy water drinkable



# Body Language



# Positioning

## Podium Speaking

- o *Used to hold script and notes*
- o Podium  $\neq$  Crutch
- o No Elbows
- o No Leaning

## Non-Podium Speaking

- o *Used to signify new idea or paragraph*
- o Movement is encouraged



# Posture

- o *The way in which one carries him/herself*
- o Plays a HUGE role in increasing credibility, professionalism, and formality
  - o Tips:
    - o Roll shoulders back
    - o Bring chin up
    - o Feet shoulder width apart

BUT THIS SHOULD ALL BE NATURAL





# Gestures

*○ The use of arms and hands to compliment voice and message*

○ Tips:

○ Stay inside the box

○ Don't over-gesture

The Most Effective Gestures Are  
Spontaneous

# Face

- *Reflects the tone of the message*

- For example:

- Motivational speech on Bolstering Creativity

- = energetic and happy

- Informational speech on AIDS in Africa

- = downcast and serious

Your face should reflect the tone of the subject

# Eye Contact

## *o Important in...*

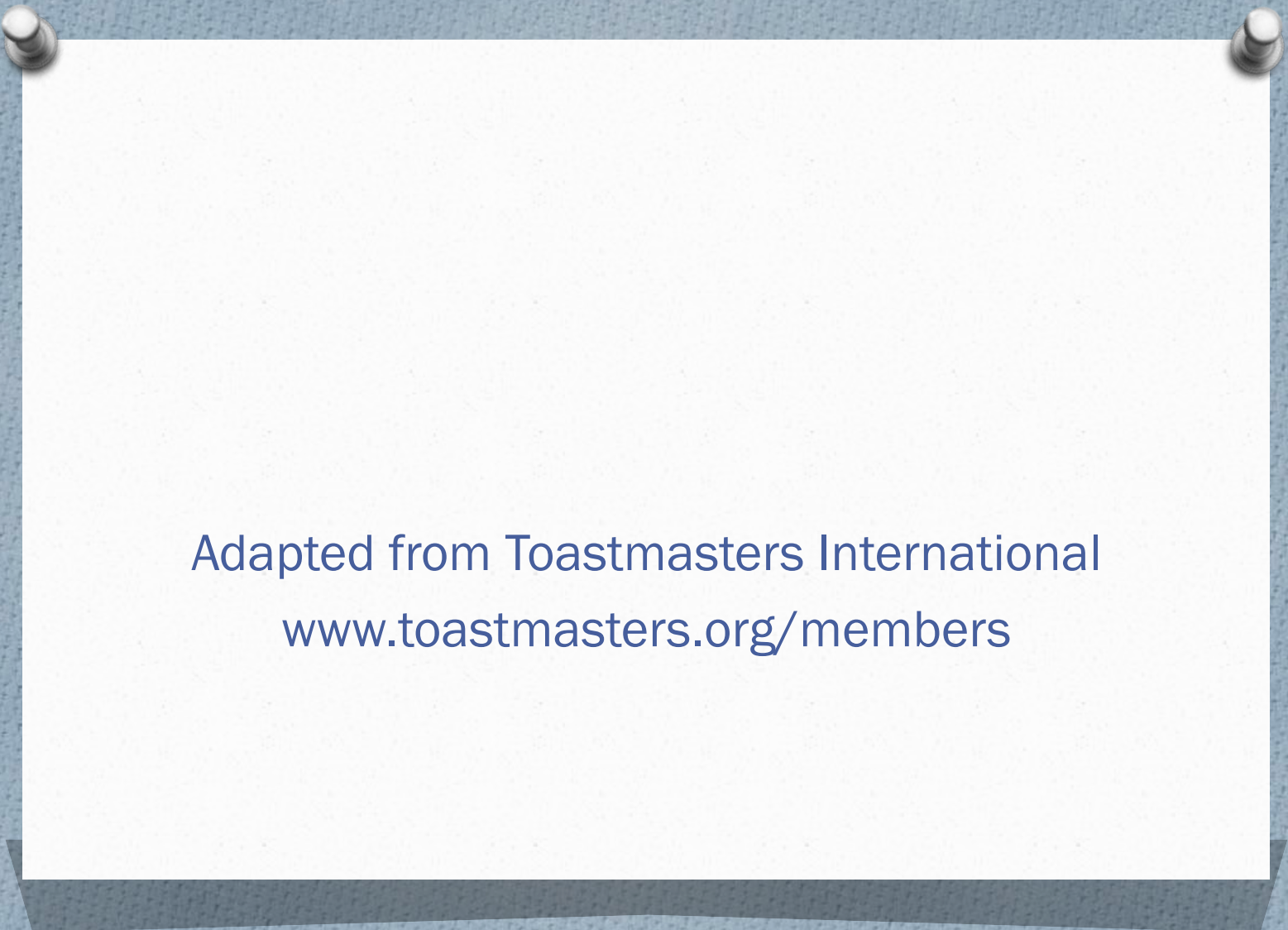
- o maintaining the flow of speech*
- o gauging the audience's reaction*
- o holding the audience accountable*

## *o Tips:*

- o Make your way around the room*
- o Maintain contact for approximately 1-2 sentences*

**Make it Natural**





Adapted from Toastmasters International  
[www.toastmasters.org/members](http://www.toastmasters.org/members)