

Public Speaking 101 / The Short Version



Non-Verbal Aptitudes

FIRST IMPRESSIONS

First impressions consist of your attire, grooming, posture, gestures, facial expressions, demeanor and overall presence.

POSTURE

The speaker's stance is the start position, not the stay position. Your posture does speak...loudly.

GESTURES

Arm and hand movement to accentuate your message.

EYE CONTACT

An acquired skill that establishes individual connections and builds rapport with your audience.

FACIAL EXPRESSIONS

The movement of your eyes, mouth and facial muscles to illustrate emotion and connect with your audience.

Verbal Aptitudes

VOICE

Verbal expression of your passion, emotion and conviction, demonstrated thru vocal energy, range, volume, pitch and pace.

FILLER WORDS

The unprofessional use of words, sounds and connectors in our vocabulary.

First Impressions – Appropriate

Professional Inappropriate _____
 Neat Distracting _____
 Confident Nervous _____

Posture – Speaker’s Stance – Professional

Shoulders squared Slouching Posture _____
 Balls of Feet Shuffle/Pacing _____
 Leaning Forward Hip Sway _____
 Feet Spread Body Sway _____

Gestures – Add Impact

Start Position Arm Lock _____
 Return to Start Gesture “Family” _____
 Support Points Excessive _____
 Expanded Gestures Limited _____

Eye Contact – Eye Clasp

3-5Seconds Eye Dart/Drop _____
 Several Stare _____
 Random Glance/Scan _____

Facial Expressions – Add Interest

Set the mood Expressionless _____
 Support Points Contradict Points _____
 Natural Staged _____

Additional Comments:

Voice – Inflection

Variety Monotone _____
 Emphasize Distracting _____
 Volume Inaudible _____

Filler Words – Pauses/Silence

Pause ”Uh” Family _____
 Complete Sentence Run-On Connector _____

Audience Involvement – Feels a Part

Rapport Indifference _____
 In Control Disorganized _____
 Well-Planned Unprepared _____

Questions and Answers – Enhance Presentation

Hand Up, Step Forward Retreat _____
 Listen to Questions Not Listening _____
 Answer to Group Answer to One _____

Humor – Carry the Message

Relate to Point N/A to Point _____
 Appropriate Controversial _____

Visual Aids

Relate to Point N/A to Point _____
 Appropriate Controversial _____

