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Delivering Your Speech


Public Speaking: The Evolving Art 1



Delivery

- Refers to presenting a speech in public
 - You merge its verbal and visual components

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Selecting a Delivery Method

- Impromptu Speaking
- Extemporaneous Speaking
- Manuscript Speaking
- Memorized Speaking

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Impromptu Speaking

- Speaking without preparation
 - Advantages: flexible and complete spontaneity
 - Disadvantages: not researched, can be disorganized, speaker has little practice

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Extemporaneous Speaking

- Giving a speech that has been planned, researched, and practiced
 - Advantages: expertise on a topic, structured spontaneity, adjust to audience feedback
 - Disadvantages: time consuming

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Manuscript Speaking

- Giving a speech that has been written out word for word
 - Advantages: choose each word precisely, time speech exactly
 - Disadvantages: uses written word rather than spoken word, difficult to modify

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Memorized Speaking

- Giving a speech that has been committed to memory
 - Advantages: present speech without note cards, can be presented many times
 - Disadvantages: can seem artificial, requires intensive practice

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Understanding Factors that Influence a Speaker's Delivery

- Culture
- Gender
- Language Fluency and Dialect
- Physical Impairments

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Managing Your Voice during Your Speech


- Speak Loud Enough
- Vary Your Rate, Pitch, and Volume
- Avoid Vocalized Pauses
- Clearly Articulate and Correctly Pronounce Your Words

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 **Managing Your Body during Your Speech**

- Dress for the Occasion
- Face Your Audience and Make Eye Contact With Them
- Display Appropriate Facial Expressions
- Maintain Good Posture

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 **Managing Your Body during Your Speech...continued**

- Move With Purpose and Spontaneity
- Avoid Physical Barriers
- Radiate Positivism

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 **Managing Your Audience during Your Speech**


- Adjust Your Speaking Space as Needed
- Involve Your Audience
 - Refer to what others have said
 - Call on specific audience members
 - Ask for volunteers

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 **Managing Your Audience during Your Speech...continued**


- Respect the Audience's Time
- Accommodate Audience Members with Impairments
- Respond Calmly to Rude or Hostile Audience Questions
- Be Prepared for a Question-and-Answer Period

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 **Preparing Your Presentation Outline**

- Identify Keywords
- Transfer Information from your Presentation Outline to Note Cards
- Create Your personal Cueing System

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 **Practicing the Delivery of Your Speech**

- Give a Version of Your Speech
- Practice Your Speech in Stages
 - Practicing parts of you speech
 - Practicing your whole speech
- Time Your Speech

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