Speaking Skills

Presentation Template (slides)
- Title
- Overview
- Introduction (history / background)
- Body (content of presentation, not more than 3 key points per slide)
- Conclusion (Summary) – slide not always necessary
- Questions

Focus – single, well defined objective. The overview and concluding slides should have the same ideas / points on them.

Limit key points (5 main points, 2 subpoints per main).

Know your audience.

Give real examples for illustration.

Know your time limit.

A picture is worth 1,000 words.

Poise / Posture
Head straight, shoulders back, abs tucked in, feet approximately shoulder width apart, toes pointing straight forward.

Pace
Slow (but be sure to have lots of visual aids and pictures to help keep group focused). Have additional slides in case you go too fast. Separate slides as “must cover” and “would be nice to cover.”

Plan
Know ahead of time what you need to emphasize or point out.

Articulation and pronunciation
Speak from diaphragm (BLAST), pay attention to breathing (prevents being monotone), M & Ms in mouth (pay attention to how it feels to focus on each syllable of the word).

Projection
Speak from diaphragm – chances are you are too quiet, no one is ever too loud

Control
Maintain control of audience by using gestures, asking them questions, and moving to different parts of the room.
Dress

- No open toed shoes in winter or fall
- Skirt length (brushes ground in East Coast, one thumb above knee in West Coast)
- Pull hair back in East Coast
- No hats
- No pens, change, or keys in pockets
- Shoes, belt, and socks should not clash
- Wear dress shirt with tie
- Wear t-shirt under dress shirt
- Color acceptable in West Coast
- Hair off of collar
- No shorts
- Dress shoes