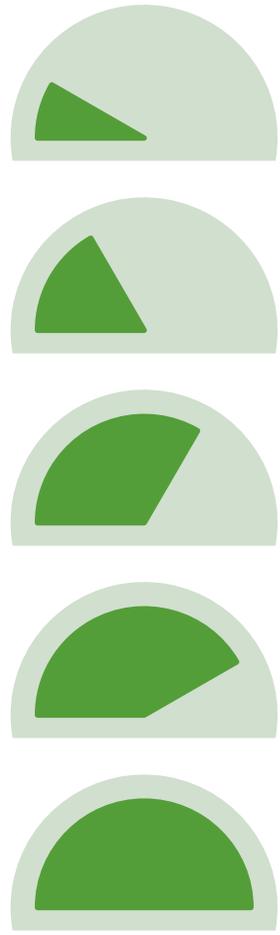


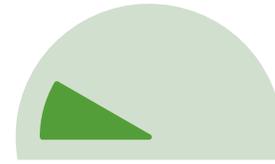
5 Tips to Better Public Speaking



A Discussion-Based
Best Practices Review
by Kimberly Manchester



While Imagining Your Audience Fully Clothed



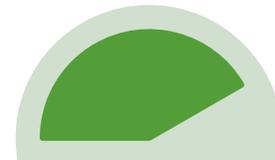
Eye Contact



Speed



Accent



Enunciation



Vocabulary

I've Got My Eye On You!



Making eye contact is a great way to connect with an audience. But what if it makes YOU uncomfortable?

When speaking face-to-face, look at the bridge of the other person's nose

- From 3 feet or further – social/speaking distance – you cannot tell that someone is looking at your nose

I've Got My Eye On You!



When speaking to an audience, look at a spot directly over their heads, and pan the audience by moving your neck side-to-side

- From a distance of public/informal space, your audience will not be able to tell you are not making eye contact

Both of these methods give the same results as direct eye contact – a fully engaged audience

No Need for Speed



The average person can speak 100 – 130 words per minute, and 4 – 5 syllables per second!

Human can comprehend, on average 450 words per minute.

No Need for Speed



BUT WAIT!

The average person also needs approximately 8 seconds to absorb the information and formulate an intelligent response!

Speaking at a rate of 80 – 100 words per minute gives your audience this 8-second relay

Accent on Understanding

A regional accent can sound charming – until your audience cannot understand what you are saying

- Practice articulating every syllable in each word
- Do not skip over the vowels
- Do not drop the ending consonant
- Try to avoid contractions



Say It Loud, Say It Clear



To enunciate is to:

- Speak clearly and concisely
- Concentrate on the proper pronunciation of words
- Project your voice appropriately so your audience does not have to strain to hear you

Say It Loud, Say It Clear

To avoid mumbling:

- Keep your head raised when you speak, so as not to close your vocal folds (cords)
- Avoid looking at the ground. Meet the audience at their height
 - If speaking to children, sit or squat
 - If speaking to taller people, look upward
- Open your mouth and part your teeth to allow for the passage of words and the air to carry them



KISS: Keep it Simple, Sweetie!

We all want to show off our “50 cent words”, but if the audience does not understand them we come off as pompous

- Unless you are speaking to a group of highly educated professionals (doctors, lawyers, PhD’s), speak to a 5th – 8th grade reading level
 - This is the level on which most newspapers and websites are written



KISS: Keep it Simple, Sweetie!

Unless you know your audience will understand technical jargon, do not use it

From waitressing (Adam and Eve on a raft!) to Engineering (How many kips will that hold?) all professions use jargon

- Just like learning a foreign language, it is polite to know a few phrases to show respect but do not act fluent in the language if you are not



Summary



Eye Contact

From a distance of 3 feet or more, nobody can tell if you are not looking them in the eye if you look towards the central portion of their face.



Speed

While humans can hear much faster than they speak, it takes several seconds for us to formulate a response to what we have heard. To keep conversation flowing, speak slower.



Accent

Unless you are among those with a similar accent, work to modulate yours for better understanding of your speech.



Enunciation

Speaking with our head raised and our mouth open helps us to speak as clearly as possible



Vocabulary

If your audience does not understand the words you use, they will not understand what you are trying to tell them. Use plain language, and keep industry jargon to a minimum.

A 3D white figure stands inside a circular frame, holding a white rectangular sign. The sign has the word "Questions?" written on it in a bold, black, sans-serif font. The figure is positioned to the left of the sign, with its right hand resting on the top edge of the sign. The circular frame is white with a thin green line on its right side. In the top-left corner of the overall image, there are decorative elements: a grey vertical bar, a green circle, and several overlapping golden circles.

Questions?