

Public Speaking: Speech Delivery Skills

Segment	Elements	Process
Delivery Method	Impromptu Extemporaneous Memorized Manuscript	<ul style="list-style-type: none"> • Decide on the Delivery Style to Fit the Occasion • Determine What Works Best for You • Prepare and Use Notes
Stage Fright	Strategies to Overcome Fear	<ul style="list-style-type: none"> • Conquer Stage Fright • Learn Steps to Relaxation • Use Adrenaline to Your Advantage
Credibility	The Secret of Charisma Techniques to Establish Trust	<ul style="list-style-type: none"> • Create Rapport with the Audience • Establish Credibility through Expertise • Manage Hostile Audience Members
Dramatic Performance	Personality and Charm Humor Storytelling	<ul style="list-style-type: none"> • Exhibit Personality • Develop the Art of Storytelling • Establish Comic Timing • Master the Pause
Vocal Skills	Articulation and Enunciation Pronunciation Vocal Variety Enthusiasm	<ul style="list-style-type: none"> • Control Vocalized Pauses • Learn Articulation and Enunciation Techniques • Sustain Enthusiastic and Fresh Delivery
Non-Verbal Communication	Non-Verbal Messages Distracting Physical & Vocal Habits	<ul style="list-style-type: none"> • Dress for Success • Master Gestures, Facial Expressions, Eye Contact • Develop Effective Platform Movement

<p>Rehearsal</p>	<p>Memorization Techniques Plan for Dramatic Moments Movement that Reinforces Content</p>	<ul style="list-style-type: none"> • Memorize the Speech • Rehearse the Speech • Highlight Climatic Moments • Use Videotaping to Examine and Improve Delivery • Reach the Entire Room
<p>Response to Audience Reaction</p>	<p>Methods to Read the Audience Reaction to Audience Response</p>	<ul style="list-style-type: none"> • Adapt to Verbal and Non-Verbal Feedback • Anticipate Impromptu Moments • Invite Audience Participation
<p>Questions from the Audience</p>	<p>Listening Skills The Art of Paraphrasing Empathetic Response Recognition of Questioner's Emotion</p>	<ul style="list-style-type: none"> • Handle Questions Aimed to Discredit • Respond to Disagreeable Audience Members • Show Empathy with the Questioner • Develop Sensitivity to Unspoken Emotions • Plan Your Question/Answer Segment