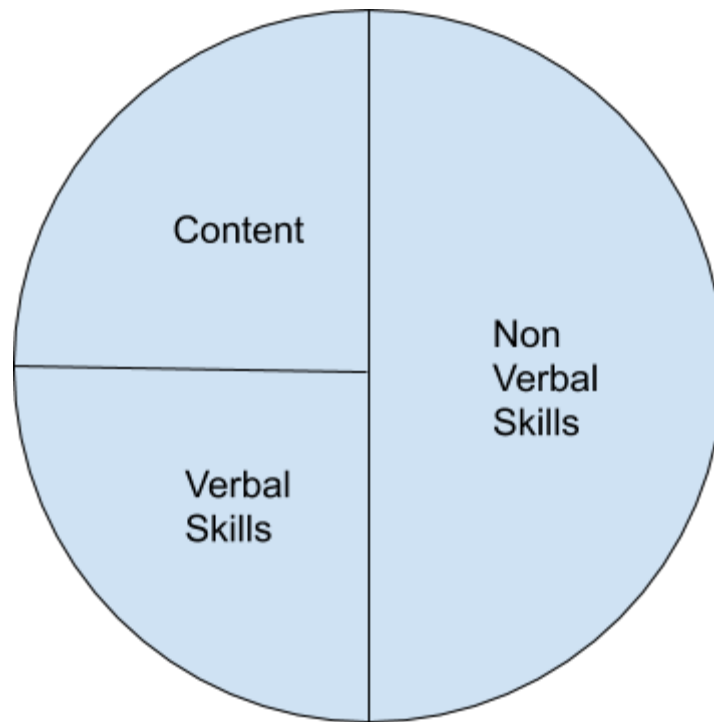


Name:

Verbal and Nonverbal Presentation Skills

Believe it or not, when you make a verbal presentations, your success depends on the content of what you are saying by only 25%. Also surprising is that your verbal skills account for only 25% more in terms of the success of your presentation. The remaining 50% depends on nonverbal skills.



Content—25%

Verbal—25%

- Enunciation
 - Every word should be clear.
 - Focus on your consonants, especially at the beginnings and ends of words.
 - Make sure you include the spaces between words!
- Pronunciation
 - Make sure you know how to pronounce even the unfamiliar words correctly!
 - Double check with someone who knows.
- Pace
 - Should be moderate—not too fast, not too slow.
 - Usually *feels* like you're talking too slow.
 - Should be varied: speed up and slow down depending on the content of each sentence.
 - Should be used as one way to convey *meaning*.

- Volume
 - Should be moderate—not too loud, not too soft.
 - Usually *feels* like you’re talking too loud.
 - Should be varied: get louder or softer depending on the content of each sentence.
 - Should be used as one way to convey *meaning*.
- Tone
 - You should sound confident.
 - Your tone should be congruent—i.e., should match—with the content of the speech.
 - Should be inviting—i.e, people should *want* to listen to you.
- Pausing with *intention*...
 - for emphasis
 - to transition
 - to refocus yourself
 - to allow your audience to process or catch up
 - to check in with audience
 - to breathe

Nonverbal—50%

- Eye contact
 - You should scan the audience.
 - Look at people’s foreheads if it’s too scary to look them in the eyes.
 - Pause on one person every so often, especially if you’re
 - Making an important point
 - Pausing for a joke or laughter
 - Connecting with someone for a particular reason.
- Facial and body expression
 - You should appear confident: relaxed but in control.
 - Not slouchy!
 - Not stiff!
 - Don’t fidget!
 - Don’t shift on your feet!
 - No hands in pockets!
 - Your face and body should be congruent with the tone and content of the speech
 - Should be inviting—i.e, people should *want* to listen to you.
- Use of notes, props, and technology
 - Should appear confident and *practiced*.
 - *Should never seem like you’re figuring things out for the first time.*
 - Should be well integrated—i.e., should never interrupt the flow of the speech.
 - If your props, notes, or technology *does* interrupt the flow of the speech, you will appear unpracticed and lacking in confidence!
 - This includes the beginning—i.e., how it’s set up—and the end. Start and end like you mean it!