



# Presenting Your Speech

Tips on giving effective presentations

## Eye Contact

Using natural, direct eye contact helps your audience feel connected to you.

## Gestures

Gestures can help you paint pictures with words, but make sure they don't get in the way and that they are natural.

## Enthusiasm

Be enthusiastic. If you don't care, why should your audience? Your enthusiasm builds your audience's enthusiasm.

## Articulation

Articulate (pronounce) your words clearly so the members of your audience will understand you. Be sure you speak loudly and slowly enough to be understood.

## Breathe

Breathing helps you control nervousness. It also gives you time to gather your thoughts. Remember that a pause can be used to provide emphasis.

## Posture

Correct posture conveys confidence.

## Tone

The tone of your voice can create or change a mood. Don't speak in a monotone and don't read your speech as if you are skimming a book aloud.

## Dress

Dress for success. Be neat and professional. Your clothes should not detract from your speech or indicate sloppiness or that you don't care.

## Language

Use proper language and be careful not to use non-words and fillers such as "um" and "uh" too often. Remember, a pause is not a mistake.

## Smile

A smile will not only make you look and feel better, but also make your audience more receptive.