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| <p>Pitch - Begin at a pitch that is comfortable for you, then move up or down your scale for emphasis. You can use pitch changes in individual letters, in words, or in entire sentences. You can use a downward (high to low) inflection in a sentence to indicate certainty and an upward (low to high) inflection for an air of uncertainty. (For example, think about how your voice naturally rises at the end of a question.) A varied pitch rivets the listener's attention.</p> | |
| <p>Pauses - Never hurry a presentation; pause occasionally so your audience can digest your comments. Short pauses are like commas; they usually divide points within a sentence. Long pauses are like periods; they note the ends of sentences. You can also use even longer pauses for breaks from one main point to another—to separate the body from the conclusion of your presentation or to set off an important point worthy of short reflection. In this case, the pause has the role of a paragraph in writing.</p> | <p>Voice—pauses, articulation & vocalized pauses</p> |
| <p>Articulation and Pronunciation - You can articulate a word correctly and still mispronounce it. If you are not sure of a word's pronunciation, consult a current dictionary—before you get up and give your presentation. You can even look up online dictionaries with audio links that will pronounce the word for you.</p> <p>Vocalized Pauses - This is the name given to the syllables <i>a, uh, um,</i> and <i>ah</i> that often occur at the beginning of a speaker's sentence. While a few vocalized pauses are natural and don't distract, too many get in the way of effective communication. If you find yourself saying them, pause, collect your thoughts for a moment, and then continue.</p> | <p>Humor</p> <p>One way to capture and hold your audience is by using humor. But be careful! What one person thinks is funny may turn another person off completely. Always make sure your humor won't offend anyone.</p> <p>The best sources for humor are the tried-and-true quotes from famous people who wrote humorous works.</p> |
| <p>You can use one of two methods for handling your notes:</p> <ol style="list-style-type: none"> 1. Hold the manuscript in front of you with one hand high enough that you can see it without bending your head, but not high enough to hide your face. The other hand will be free to turn pages and gesture. 2. Place your notes on a speaker's stand or table so that both hands are free to gesture. Make sure, however, that the paper is high enough that you can read from it without bending over. Remember to let your eyes, not your head, drop to the paper. | <p>Handling Notes</p> |