

**A POCKET
GUIDE TO
PUBLIC
SPEAKING
4TH EDITION**

Chapter 19

Using the Body

Pay Attention to Body Language

- Body language includes
 - ▶ Facial expressions;
 - ▶ Eye behavior;
 - ▶ Gestures;
 - ▶ General body movements.

Animate Your Facial Expressions

- Smiling is a sign of
 - ▶ Mutual welcome (start of the speech);
 - ▶ Mutual comfort/interest (during the speech);
 - ▶ Mutual goodwill (close of the speech).
- Smiling aids relaxation and improves confidence.

Maintain Eye Contact

- Most important physical action while speaking
- Eye contact
 - ▶ Maintains the quality of directness;
 - ▶ Lets people know they are recognized;
 - ▶ Indicates acknowledgement and respect;
 - ▶ Shows you consider listeners unique people.

Maintain Eye Contact (cont.)

- Scanning
 - ▶ Technique used with large crowds
 - ▶ Move your gaze among listeners.
 - ▶ Move your gaze among sections.
 - ▶ Pause long enough to complete one thought.
 - ▶ Give all sections equal attention.

Use Gestures That Feel Natural

- Physical gestures
 - ▶ Fill in gaps in your message.
 - ▶ Illustrate size or shape of objects.
 - ▶ Express the depth of an emotion.
 - ▶ Should arise from genuine emotions.
 - ▶ Should conform to your personality.

Use Gestures That Feel Natural (cont.)

- Use natural, spontaneous gestures.
- Avoid exaggerated gestures.
- Eliminate distracting gestures.

Use Gestures That Feel Natural (cont.)

- Analyze your gestures for effectiveness.
- Practice movements that feel natural.

Create a Feeling of Immediacy

- Nonverbal immediacy
 - ▶ Perceived physical and psychological closeness
 - ▶ Makes listeners respond more positively
 - ▶ Helps listeners to learn more

Create a Feeling of Immediacy (cont.)

- Keys to establishing immediacy:
 - ▶ Enthusiastic vocal delivery
 - ▶ Frequent eye contact
 - ▶ Animated facial expressions
 - ▶ Natural body movements

Dress Appropriately

- Attire is the first thing audiences notice.
- Critical criteria for determining appropriate dress:
 - ▶ Audience expectations
 - ▶ Nature of the speech occasion

Dress Appropriately (cont.)

- Extension of dress
 - ▶ Objects around or on your person
 - ▶ Can distract listeners from your message
 - ▶ Avoid having unnecessary items:
 - ▶ Pens, pencils, excessive papers
 - ▶ Large jewelry, briefcases, backpacks

Practice the Delivery



- Practice is essential to effective delivery.
 - ▶ More practice leads to greater comfort.
 - ▶ Practice with a fully-developed outline.
- Focus on the message.
- Plan ahead and practice often.

Practice the Delivery (cont.)

- Practice with your speaking notes.
 - ▶ Revise unsatisfactory parts of your speech.
 - ▶ Alter your notes as you go.
- Focus on your speech ideas.
- Time each part of your speech.

Practice the Delivery (cont.)

- Practice with your presentation aids.
- Record yourself with a tape recorder.
- Videotape yourself twice (if possible).
 - ▶ Once after several practice sessions
 - ▶ Again after incorporating any changes

Practice the Delivery (cont.)

- Visualize the speech setting.
- Practice under realistic conditions.
- Project your voice, filling the room.

Practice the Delivery (cont.)



- Practice with at least one volunteer.
 - ▶ Seek constructive criticism
- Schedule your practice sessions early on.
 - ▶ Gives you time to prepare and revise