

Physical Expression

◆ Hands/gestures

1. Use your “physical sphere of influence”. You will look more confident and connected with your audience if you extend your arm toward the audience as far or almost as far as your natural arm span will allow.
2. Hands at your sides when not gesturing. If you want to occasionally clasp your hands in front of you, or put them in your pockets that’s fine as long as you can make these positions optional not habitual.
3. Hands above waist when gesturing so people in the back row can see.
4. Use one hand more often than two when gesturing so your hands don’t draw too much attention to themselves. Of course, there will be times when using both hands is necessary such as linking your two hands together when showing “linking our resources”
5. Use emphatic gestures sparingly. They emphasize the word(s) in the sentence that are important.
6. Use illustrative gestures often. They create a picture of the word(s) in the sentence that are important.

◆ Body movement

1. After you’ve moved, make sure you come to a complete stop with your weight equally distributed on both feet. Stay there for at least a few sentences to avoid constant movement.
2. During the introduction on your speech, stand as close to the audience as possible and move from one side of the room to the other a few times. Also come close to the audience for the conclusion of the speech.
3. Throughout the speech:
 - walk into the aisle, if possible, from time to time to be close to the audience.
 - show you are making a transition to the next topic by physically moving from one side of the room/screen to the other.
 - walk over to a portion of the visual that you want to point to. Use the touch, turn, talk technique when pointing to the visual.

Physical Expression continued

◆ Eye Contact

Look at your audience! They've come to connect with you and your ideas. Don't talk while you're looking at your speaking notes. Instead, look down at your speaking notes, get the information you need, then look up, make eye contact, and then begin talking. Also avoid talking while looking at the ceiling, the floor, or above people's heads.

Each time you look at members of the audience, spend enough time looking at each one so they feel a personal connection with you and your ideas. You may find it helpful as a guideline but not a strict rule, to give at least one complete sentence to each person. After the sentence, continue looking at the person in silence to allow them time to respond with a nod, a smile, or some other form of feedback. Not everyone will give you a response and that's ok.

You'll find that their non-verbal responses are often encouraging and can guide you as to how to proceed with the rest of your talk. You'll also find public speaking to be more like a two way conversation if allow time for the audience member's nonverbal (and sometimes verbal!) response right after you complete the sentence to him/her. Avoid darting your eyes in an attempt to look at many people at once because you'll look less composed, you won't make a personal connection with audience members, and you won't see useful non-verbal feedback from individual audience members.

Public speaking is about being present, being in the moment. If you're aware of what's going on for yourself and your audience, you will adapt to what's needed in the moment. How much time you'll spend with each person will vary depending on factors such as:

1. how quickly you connect with different audience members.
2. who is in the audience. You may give more eye contact to someone struggling to grasp your idea, or to someone who is the key decision maker for the group.
3. the nonverbal messages an audience member sends to you.
 - You may find yourself looking less at certain people after you've noticed them looking away. They may have looked away because they are shy or from cultures that aren't accustomed to using direct and prolonged eye contact at all or in this setting.
 - You may find yourself looking longer at a person who nods and smiles during your talk.

There are also times to do the opposite of what I have suggested above, and that is to **scan** the audience with your eyes and look at everyone at once when you use words that address the entire audience, i.e., *all of you*, or *everyone here*.

Physical Expression continued

- ◆ **Facial expression** –If your face tends to be expressionless, lift up your eyebrows slightly as you speak and even more on the words you want to emphasize within each sentence. Practice showing different emotions on your face that relate to the ideas you’re expressing.

- ◆ **Posture** - Keep your weight equally distributed on both feet and keep your feet directly under your hips. Avoid shifting your weight from one foot to another or from one hip to another.

- ◆ **Presenting with Visuals**
 1. Make transitional statements/questions before showing the next slide
 2. Don’t show the visual until you’re ready to use it
 3. Explain a chart’s layout before explaining the data
 4. Direct the audience’s eyes by:
 - Use the Touch, Turn, Talk technique. Walk to the slide and Touch in silence where you want the audience to look on the screen. Turn in silence with one hand still pointing and make eye contact with someone. Then Talk and gesture to that person while the other hand continues to point. Let your hand down after a while if you choose to elaborate on that point.
 - Use call outs found in Autoshapes in PowerPoint, arrows, boxes, circles, color, underlining, bold, italics, etc. to bring attention to certain parts of slide
 - Refer to the color, shape, size and/or location of what you want the audience to look at. Some examples:

*If you look at the box in the upper right... The blue bar in the middle...
The first item in the left column ... The largest slice of the pie..*
 5. Animate your slides so each part of the slide appears in the order you want. Examples:
 - For a multicolumn slide: animate one column at a time.
 - For a bar chart: animate the y and x axis and explain chart layout, then reveal the bars in the order that best makes your point.
 - For bullet lists: reveal one bullet at a time if you are going to elaborate on each bullet.
 6. Relate the visual to the audience by restating the key message of your talk, the impact on them or benefit to them, and/or questions to ask themselves and/or actions to take.

Physical Expression continued

◆ Presenting with Visuals continued

PowerPoint Slide Show Controls

Press F1 during a slide show to see this list of controls

<u>To</u>	<u>Do this</u>
White or unwhite the screen	W
Black or unblack a screen	B
Go to a slide	Type the slide number, and then press enter
All slides dialog (slide titles & #s)	CTRL + S
View task bar	CTRL + T
Advance to the next slide	N, left click, space, right or down arrow, enter, page down
Return to the previous slide	P, backspace, left or up arrow, or page up
Show or hide arrow pointer	A, or =
Stop/restart automatic show	S or +
Erase drawing on-screen	Press E
Go to next slide, if it's hidden	Press H
Rehearse with new timings	Press T
Rehearse with original timings	Press O
Rehearse w/mouse click advance	Press M
Return to the first slide	Hold both mouse buttons down for 2 seconds
Change pointer to pen	CTRL + P
Change pen to pointer	CTRL + A
Hide pointer and button	CTRL + H
Popup menu/previous slide	Right click
Show/hide ink markup	CTRL + M

Vocal Expression

- ◆ **Emotional tone** – share a variety of emotions that are appropriate for your speaking situation. For example:

Friendly

Caring

Enthusiastic

Concerned

Confident

Determined/Committed

- ◆ **Confidence** - Rehearse what you plan to say to:
 1. eliminate filler words and/or long pauses associated with struggling to find the right words
 2. and pause to let your statements and rhetorical questions land and to give your audience time to process what you've said. A person who pauses purposely communicates confidence.
- ◆ **Speed** – if you tend to speak fast:
 1. slow down on the words that are most important in each sentence
 2. pause at natural breaks within the sentence (where the commas generally appear)
 3. pause at the end of sentences to let your ideas land and give time for your audience to think about what you said
- ◆ **Clarity** – speak clearly and avoid mumbling by moving your lips and tongue more precisely and with more muscularity. Tongue twisters are a great exercise to improve clarity.
- ◆ **Emphasis** – eliminate being monotone by using as many of the following techniques as you want on a word or a few words within each sentence:
 1. Pitch - go up and/or down in pitch
 2. Pull - stretch out the word
 3. Punch -increase the volume on that word(s)
 4. Pause - pause before and/or after the word

Delivery Tips

Overcoming Nervousness

Before

Start preparing weeks ahead
Research audience
Choose comfortable clothes
Rehearse out loud and standing
Memorize opening & close
Think positively
Get there early to set up
Stretch, breathe, relax
Chat with audience as they arrive

During

Use visuals so focus isn't always on you
Jog memory w/notes in short phrases format
Initially look at friendly faces for support
Concentrate on message not your nerves
Enjoy the unexpected
Breathe deeply to calm yourself
Drink water to calm yourself
Let the audience talk so you don't feel the pressure of being the only one talking

Rehearsal Techniques

- ◆ Record, time, and review both shorter and longer versions of your talk in case you get less time to speak than originally scheduled
- ◆ Practice in the room you'll be speaking in or simulate it
- ◆ Rehearse in front of an audience at least once if possible
- ◆ Memorize your opening and close
- ◆ Start practicing at the middle or end of your speech a few times
- ◆ Wear the comfortable clothes you've chosen to speak in
- ◆ Rehearse standing up, speaking out loud, using gestures, movement, drinking water
- ◆ Tape faces to chairs and practice making eye contact
- ◆ Practice your verbal & physical transitions between visuals and/or topics
- ◆ Practice using speaking notes in a bullet format with large dark lettering
- ◆ Time your speech - use PowerPoint rehearsal timer. To get to the rehearsal timer, go to Slide Show, Rehearse Timings. At the end of your rehearsal, answer Yes to the two questions to view the time you spent on each slide. Erase the timings after you reviewed them by going to Slide Show, Set-Up Show, find Advance Slides on right side of screen, and highlight the circle to the left of the word Manually.