

# Just in Time Delivery: A Public Speaking Manual

Based on the work of Grace Giorgio and the JIT SIIP  
Funded by AE3

# Organization

- Why does public speaking matter?
- Delivery of an oral presentation.
  - Vocal elements of delivery.
  - Non-vocal elements of delivery.
- Group presentations

# Why does public speaking matter?

- Employers want college graduates with strong oral skills!
  - Iowa state - 52 employers in engineering, business and health listed 165 different types of communication skills. Oral communication was found to be the **MOST** important.
  - Other examples are everywhere!



Delivery

# Delivery

“A speech is not an essay standing on its hind legs!”

James A. Winans

A good speech is successfully delivered!

This includes:

- Delivery method
- Verbal delivery
- Non-verbal delivery

# Delivery Methods

There are four different methods of oral delivery:

1. Reading from a manuscript
2. Speaking from memory
3. Impromptu speaking
4. Extemporaneous speaking

\* We will talk briefly about the last three.

# Speaking from memory

- Novice speakers tend to memorize their speeches.
- It can be appropriate for brief speeches where the language must be VERY precise.
  - Awards
  - Formal announcement
- Breaks down as speech gets longer...it is hard to memorize an hour speech.
- If you forget where you are or get off track...can lead to awkward pauses.

# Impromptu speaking

- “Winging it”
- Sometimes you have to do it, you are asked to answer a question, or even give a brief presentation.
- Brevity is a virtue:
  - Keep in mind your audience’s knowledge and expectations
  - Try to structure your remarks
- While we all do this, it is best to avoid impromptu speaking for formal presentations.



# Extemporaneous speaking

- A well-prepared and conversational style of delivery, often relying on key points.
- The gold standard of delivery!
- Appropriate in most situations.
- Requires preparation (e.g. – outline of a talk)
- Requires rehearsal
- Allows you to exhibit good vocal and non-vocal delivery.

# Vocal elements of delivery

- Volume
  - How loudly you speak.
  - Should speak loudly enough that the furthest audience member can hear you.
  - Should not speak so loudly that you are audience is annoyed.
- Maintain – you should keep a certain volume level throughout your speech.
- Vary – changing your volume is a an effective way to emphasize certain points.

# Vocal elements of delivery

- Rate
  - How quickly you speak.
  - We tend to speak more quickly (too quickly) when we are nervous. Your audience needs time to absorb your points.
  - Speaking too slowly can be boring, your audience may stop paying attention.
  - The tolerance for speaking rate is between these two extremes.
  - Vary – again, may help to emphasize certain points.
  - Pauses – can help you to maintain an appropriate rate.

# Vocal elements of delivery

- Tone
  - How do you actually sound to your audience?
    - Ex: Do you sound like you care about your project?
    - Ex: Do you sound professional?
    - Ex: Are you too excited about the problem?
  - Be careful to convey a tone that is appropriate to the speech.

# Vocal elements of delivery

- Verbal Fillers
  - Words that do not, by themselves, convey any information
    - “uh”, “um”, “like”, “you know”
  - Can be OK in conversational speech, because of turn taking
  - Are more noticeable when giving a public speech, because you have the floor to yourself.
  - Can be distracting to the audience, do your best to minimize.

# Non-Vocal elements of delivery

- Posture
  - How you present yourself to your audience matters!
  - Your posture promotes your credibility as a presenter.
  - Good posture allows audience to focus on what you are saying instead of who is saying it.
- Poor posture:
  - Stopped shoulders
  - Head down
  - Hands in pockets
  - Swaying body
  - Shifting feet
  - Leaning on objects

# Non-Vocal elements of delivery

- Eye contact
  - Look your audience in the eye!
  - Establishes that you are communicating with the audience, helps to maintain interest, and increases your credibility and believability.
  - You should be making eye contact during 70-80 percent of your presentation.
  - Refer to notes only when necessary.
  - Make eye contact with the entire audience, do not focus on one portion.

# Non-Vocal elements of delivery

- Gestures

- Body movements can help the audience to “see” the structure of the speech.
- Helps to maintain interest and emphasizes specific points.
  
- Also helps to counteract stiffening, which many speakers do when standing in front of an audience.
- Ex: use your fingers to count or illustrate points and counterpoints with your two hands.
  
- Practice – gestures are more effective if they appear natural and spontaneous
- Overuse – too much gesturing can be distracting
- Underuse – appear stiff



# Non-Vocal elements of delivery

- Movement
  - It is not necessary to hide remain in one spot of the room.
  - Moving around can help to maintain the interest of your audience during a longer presentation.
  - Ex: Point out specific aspects of a visual aid you want to bring attention to.
  - Ex: Move from front to back of room to engage more of audience.
  - Balance – too little movement is boring, too much is distracting

# Checklist and Summary

## Dos:

- Stand up straight
- Use appropriate volume
- Use appropriate rate
- Use vocal variation
- Use appropriate tone
- Make eye contact with all of audience
- Use natural pauses instead of verbal fillers
- Gesture
- Smile appropriately
- Dress for success
- Practice

## Don'ts:

- Keep hands in pockets
- Lean on the table or wall
- Wear ball caps, shorts, etc...
- Read your notes/avoid looking at your audience
- Only look in one direction
- Turn your back on your audience to show visual aids
- Sway and shift feet
- Fidget
- Slump
- Use verbal fillers
- Mumble

# Non-Vocal elements of delivery



# Group Activity

- Break into your groups
- 5 minutes to prep
- 3 minute presentation of your project
  
- Discuss, what did and did not work?

# Group Presentations

- These techniques apply to both individual and group presentations.
  - Group presentations offer additional opportunities for a great presentation.
1. Spread workload between group members.
    - \* gather more and different information.
  2. Group presentations often better understood.
  3. Can make the project more efficient in general.

# Pitfall of Group Presentations

- A successful group presentation does not simply divide the talk into sections that are developed independently.
- Such presentations tend to be “stiff” and not very engaging.

# Suggestions for group presentations

- **Consider making a few simple rules**
  - “Be on time”
  - “Come prepared to all meetings”
  - “Each member of the group will respect others’ ideas”
  - You can even set up rules for communication during meetings.

# Suggestions for group presentations

- **Meet early on to lay out your goals**
  - They can go beyond “finish project”
  - May include goal for team atmosphere
  - May include what you want to learn
- **Good group work takes time**
  - Have a conversation about everyone’s schedules
  - Having a plan can help you avoid panicked last-minute meetings



# Suggestions for group presentations

- **Meet face to face as much as possible**
  - Meeting will help you identify each others' strengths and weaknesses
  - You will learn each others' speaking styles
  - Helps everyone to be accountable
- **Accept that conflict and disagreement sometimes happen**
  - You will not always agree
  - Encourage an environment where everyone can discuss perspectives
  - If you cannot resolve disagreements on your own, find a mediator
  - Seek consensus and compromise!

# Suggestions for group presentations

- Rehearse as a team!
  - Helps you to smooth transitions.
  - Can help you with non-verbal elements of a presentation.
  - Introduce the speakers and what they will talk about.
  - Practice moving from slide to slide.