Characteristics of an Effective Speaker

Effective communication depends on both content and form; on what you say and how you say it. Presenting information to groups authoritatively and creatively is one of the most valued competencies of today’s market place. Like many skills, the more you practice this skill the better will be your performance. As you prepare for your formal presentation in this class, remember to consider the following elements of effective speaking.

Be Organized:
1. Like your paper, your speech should have a clear organizational structure with an engaging introduction and a concise closing.

Be Prepared:
1. Know your material.
2. Use clear notes but do NOT read your speech.
3. Practice your presentation.

Emulate Confidence:
1. Start with a strong initial sentence.
2. Emphasize your unique strengths. Do not apologize for your lack of knowledge.
3. Let your preparation provide you with the practice that builds confidence.

Engage Your Audience:
1. Talk to your audience. Make eye content. Look at them.
2. Ask them questions to monitor involvement.
3. Check to see if the audience is involved and interested.

Speak Clearly:
1. Practice ensuring that your voice can be heard.
2. Make sure that your speech includes smooth transitions.
3. Use supportive materials to support your verbal presentation and clarify information.

Stay Enthused:
1. Communicate your own interest and excitement about your topic.
2. Change your voice tone and rate of speech to emphasize particular points.

Have Fun:
1. Sharing information with others allows you to share your expertise and insights.
2. Enjoy the experience. Others will share your pleasure.