



Non-Verbal Communication

Posture

- Stand straight but not stiff
- Balance your weight evenly on both feet
- Standing well allows your diaphragm to move more easily to control your breathing & voice production. So you feel better, sound better, & look better

Movement & Gestures

- Too much movement is distracting; No movement at all is boring & uncommunicative.
- Use movements & gestures to signal transition points or to stress points of importance

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- Avoid meaningless gestures & repetitive movements. Don't wave your left hand about in circles or wave the pointer about. Use Pointer with firm movement. Keep the laser pointer close to your body when using it.

Facial Expression

- Your facial expression must match your message.
- Relax your facial muscles. If you look nervous, the audience will not be comfortable.
- In the 10 min. before you start, make sure your tongue is relaxed & not raised tensely against the roof of your mouth. If you can discreetly yawn widely once or twice to relax your facial * throat & to feel less tense.

Voice

- Speak a little louder than you think is necessary
- Speak a little more slowly than you normally do, esp. if you feel nervous → the larger the audience, the more slowly you should speak.
- Use your voice as a communication tool.
→ Vary the speed – speak more slowly in the intro and conclusion.

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- Use stress for important points & contrasts.
 - A short silence can also serve to emphasize a point or a transition.

Eye Contact

- Eye contact creates a relationship between the speaker & the audience. It encourages the audience to listen, helps to relax the speaker.

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- Start & end with direct eye contact, looking around. Look at the audience as much as you can.
 - Don't look always at the same section of the audience or, even worse, at one 'victim'. Focus on one person or group for 1-2 seconds; then look at another person/group

Anderson, Kenneth et.al. 2004. *Study Speaking: A Course in Spoken English for Academic Purpose*. UK: Cambridge, Cambridge University Press