

SUMMARY AND OUTLINE OF SPEECH QUALITIES

NOTE:

All good oral presentations begin with diligent preparation including content, organization, and illustrations. You must know your subject thoroughly before you can make clear, understandable presentations to others. You should anticipate questions that might arise, and be sensitive to the background of the audience. The following is a brief outline of characteristics of effective oral presentations.

A. Informative Material

1. Specific material
2. Informative to audience
3. Accuracy of statement
4. Material of practical value or applicable
5. Additional clarifying material

B. Clear, Understandable

1. Simply stated, economy of words
2. Unfamiliar or technical terms explained
3. Appropriate amount of material for allotted time

C. Effective Introductions

1. Introduction rouses interest
2. Introduction appropriate to theme or topic
3. Introduction of proper length
4. Prepares audience for presentation

D. Volume

1. Loud enough to be comfortably heard
2. Volume to fit circumstances
3. Volume appropriate to material

E. Modulation

1. Variety of power
2. Variety of pace
3. Variety of pitch
4. Modulation to fit thought or emotion

F. Pausing

1. Pausing for punctuation
2. Pausing for change in thought
3. Pausing for emphasis
4. Pause when circumstances require it

G. Sense Stress

1. Thought-conveying words stressed
2. Principal ideas or points stressed

H. Repetition for Emphasis

1. Repetition of main points
2. Repetition of difficult concepts, unclear points

I. Gestures

1. Descriptive gestures
2. Emphatic gestures

J. Topic or Subject Theme Emphasized

1. Appropriate topic or theme
2. Theme words or ideas repeated

K. Main Points Made to Stand Out

1. Not too many main points
2. Main ideas developed separately
3. Sub-points focus on or serve to clarify main points

L. Audience Contact, Use of Notes

1. Visual contact with audience
2. Audience contact by direct address
3. Use of outline

M. Coherence Through Connectives

1. Use of transitional expressions
2. Coherence adequate for audience

N. Logical, Coherent Development

1. Material in reasonable order
2. Only relevant material used
3. No key ideas or points omitted

O. Convincing Argument

1. Foundation laid
2. Sound "proof", data given
3. Effective summary

P. Audience Helped to Reason

1. Common ground maintained
2. Adequate development of points
3. Application, practical value made clear

Q. Fluency

1. Be ready in the use of words
2. Make the words work for you
3. Avoid word whiskers

R. Conversational Quality

1. Conversational expressions used
2. Conversational style of delivery
3. Proper pronunciation

S. Enthusiasm

1. Shown by animated delivery
2. Appropriate to material

T. Warmth, Feeling

1. Evident in facial expressions
2. Evident in tone of voice
3. Appropriate to material

U. Illustrations

1. Fit material
 - a. Simple
 - b. Application made clear
 - c. Important points emphasized
2. Fit audience
 - a. Drawn from familiar material
 - b. In good taste

V. Conclusion Appropriate and Effective

1. Directly relates to theme of talk
2. Summarizes main points and application

W. Conclusion of Proper Length

X. Timing

Y. Confidence and Poise

1. Poise manifest in physical bearing
2. Poise shown by controlled voice

Z. Personal Appearance

1. Proper attire and grooming
2. Proper posture
3. Neat equipment
4. No inappropriate facial expressions or gestures