



# The Speaking Center

## DELIVERY TIPS

### ELEMENTS OF VOCAL DELIVERY

- Pronunciation:** how a word is spoken based on regional rules and standards
  - Prior to speaking, make sure that you know the appropriate way to pronounce a word.
  - Include phonetic spelling on your speaking notes and/or cards
- Articulation:** physical process of shaping words
  - Avoid slurring words while speaking
- Volume:** loudness or softness of your voice
  - Appropriate volume for the size and dimensions of the speaking situation
  - If available, use a microphone in big rooms to project your voice
- Pitch:** high or low voices
  - Influences projection (how far your voice will carry)
- Rhythm:** cadence or pattern of voice
- Rate:** speed of speaking (too fast or too slow)
  - Nervous speakers tend to speak faster
  - Practice speaking a little slower than you think you should if you are a fast talker
- Tone:** variability or warmth in your voice
  - Varying your voice helps keep your audience engaged
- Vocalized pauses:** filler words used by speakers
  - Some vocalized pauses are OK
  - Aim to minimize them in your speech

### TIPS FOR BEST DELIVERY

- There is no perfect or ideal delivery; Aim for your best delivery for your voice
- Focus on good delivery while practicing, make it a habit!
- Identify areas for improvement by recording practice presentation or watching video recordings