



FLORIDA ATLANTIC  
UNIVERSITY

# THE SPEAKING CENTER

## Delivery

(Adapted from Husiman, D., Berry, I., Peterson, J., Van Oss, J. (Eds.) (2019). *Communicating Effectively*. Southlake, TX. Fountainhead Press.)

### Elements of vocal delivery

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

## Types of physical delivery

- Physical appearance: What a speaker is wearing as well as grooming/hygiene
  - Physical appearance should be appropriate for the situation
  - When in doubt, ask what the expectations are for the speaking situation
- Posture: Body position when speaking
  - Speakers should pay attention to their posture
  - Appearing to be too comfortable or relaxed in a speaking situation could demonstrate lack of interest or engagement
- Facial expression: Complements the verbal message
  - Shows emotion and engagement with the topic
  - Helps connect the audience to your message
- Gestures: Movement of hands and arms that help emphasize and explain speech material
  - Practice with gestures
  - Use gestures that complement your message
- Eye contact: Helps maintain audience attention and connection
  - In dominant cultures in the United States, eye contact is very important to the communication process
  - Eye contact helps a speaker know how they are doing in a speech based on observing their audience
- Movement: How much a speaker moves around the speaking space
  - Purposeful movement can help create immediacy with the audience

## Tips for effective physical delivery

- Incorporate physical delivery into speech practice (stand up, use gestures, make eye contact)
- Use physical delivery to create connections with audience, but be aware of personal space
- Consider the physical space when incorporating physical delivery into your speech
- If possible, practice in the physical space or one similar to it before you deliver your speech