

# Chapter 11

*Exploring Public Speaking, 4<sup>th</sup> edition*

Open Resource Textbook for Basic Public  
Speaking Course

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# Overview

- The Importance of Delivery
- Methods of Speech Delivery
- Preparing For Your Delivery
- Practicing Your Deliver
- What to do When Delivering Your Speech

# The Importance of Delivery

- Our fear of public speaking comes from the delivery part
- “A poorly-written speech delivered superbly is still a poorly-written speech.”
- Public speaking requires more formality than talking, less than reading

# Four Standards Methods of Speech Delivery

- Impromptu
- Manuscript
- Extemporaneous
- Memorized

# Impromptu

- No time for preparation
- Common in everyday experience
- If you must, keep in mind
  - Do not mention it is impromptu
  - Take a minute to devise a general structure
  - Use previews and other structural helps
  - Say “thank you” and finish

# Manuscript

- Limits amount of eye contact, spontaneity, and vocal cues
- Best when specific wording (for legal, political issues) must be maintained
- Political speakers, etc. might use an autocue device
- Usually not used in basic public speaking course

# Extemporaneous

- “the presentation of a carefully planned and rehearsed speech, spoken in a conversational manner using brief notes”
- Based on full preparation outline
- Allows for flexibility
- Demands practice
- Most common type, especially in speech classes

# Memorized

- Enables speaker to have eye contact
- Valuable when exact wording needed
- Disadvantages
  - Takes much time to memorize
  - Can lack natural vocal cues
  - Cannot ad lib or go back to beginning if you forget



# Preparing For Your Delivery

- ▣ Issues to think about
  - ▣ Lectern/platform
  - ▣ Size of speaking space
  - ▣ Indoors or Outdoors
  - ▣ Using a microphone—or not
  - ▣ Audience size

# How to Practice

- Practice makes permanent
- Practice only makes perfect if you practice perfectly
- **Practice your speech beforehand at home or elsewhere, the way you will give it in front of the real audience.**

# Practicing Considerations

- Practice out loud (full volume)
- Practice standing up
- Practice with lectern (or something close)
- Practice with (at least part of) an audience
- Practice your speech for time
- Practice by recording yourself

# What to Do in Delivering Your Speech

## □ Hands

- Use gestures as you naturally would
- Gestures should be larger for size of audience
- If not gesturing, place on sides of lectern
- Be mindful of excessive energy coming through hands from adrenaline

# What to Do in Delivering Your Speech

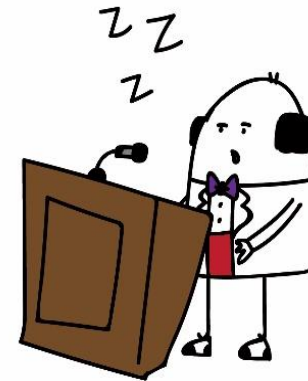
## □ Feet/posture

- Feet about shoulder-width apart
- Firm foundation—not twisting feet around
- Knees bent, not locked
- Roll shoulders back for more breath support and better appearance
- Lectern is not part of the skeletal system!

Too Much

Just Right

Too Little



# What to Do in Delivering Your Speech

- ▣ Objects
  - ▣ **Only bring to the lectern what you absolutely need to give the speech.**
  - ▣ Be mindful of jewelry, fringe, hair in face—can be very distracting
  - ▣ Comfortable shoes (strong support)

# What to Do in Delivering Your Speech

- Lectern
  - Use for notes
- Lectern is not for
  - Leaning
  - Tipping
  - Hugging
  - Gripping for emotional support



# What to Do in Delivering Your Speech

## □ Eye Contact

- Most important means of connection in Western cultures
- Want to approximate 80% of time maintaining eye contact
- Focus on individuals for about 5 seconds
- Be sure to balance right, left, back, front
- Don't stare down an individual (instructor)

## □ Eye contact takes practice!

# What to Do in Delivering Your Speech

## □ Vocal aspects

- Volume – speak to back of room
- Pitch – need variety
- Rate – need variety
- Pauses – can be effective for attention
- Vocalized pauses (nonfluencies) – awareness is first step

# What to Do in Delivering Your Speech

- The importance of practice – no substitute
- The importance of energy
  - Vocal
  - Physical
  - Related to passion/desire to communicate