

Verbal Cues to Consider When Delivering a Speech

Verbal Cues

- Volume
 - Should be a little louder than that of a normal conversation
 - Consider size of room and audience, background noise, and availability of a microphone.
- Pitch
 - conveys mood of speaker
 - avoid monotone speech
- Rate
 - Not too fast or too slow
 - Watch the audience's reactions to determine if your rate is appropriate
- Pauses
 - No "uh's," "um's," "you know," etc.
 - Establish transitions between ideas in speech ahead of time in order to avoid these vocal fillers
 - Pause only when trying to emphasize a point or make a statement
- Vocal Variety
 - Switch up volume, pitch, rate, and pauses within speech
- Pronunciation and Articulation
 - Be sure you know how to say words correctly
 - Consider diction and enunciation



Paraphrased from *A Speaker's Guidebook*, O'Hair, et. al.
Prepared by Michelle Hector, Dan Bilodeau, and Laura Siegel