**PUBLIC SPEAKING SKILLS**

**Fluency:** moving with ease; polished. Fluency comes from practice and preparation. *(Rarely stumbles when presenting)*

**Volume:** the degree of loudness of sound. Adjusting your volume in speaking helps emphasize important points. *(Everyone can hear you speak)*

**Eye Contact:** making visual contact with the audience makes what you are saying personal to the audience. *(Only glances briefly at screen or paper)*

**Pacing:** how fast you speak; let your audience think about what you say by slowing down sometimes. *(Enhance speaking with appropriate speed)*

**Movement:** changing your physical position, but be careful because too much movement is distracting *(Use movement for effect)*

**Gesticulation:** the act of using your body to make gestures; especially hands, arms, and legs *(Gestures should be practiced and planned)*

**Facial Expression:** communicating ideas and emotions non-verbally with your facial expressions *(Use expressions for dramatic effect)*

**Enunciation:** clearly saying the sounds and syllables in each word *(Do not mumble or slur words)*

**Pronunciation:** speaking words the way that they are supposed to be spoken *(This makes the speaker appear professional)*

**Tone:** the expression in your voice; angry, happy, sad *(This helps the listeners understand the message more clearly)*

***~Choose 1 public speaking skill to practice. Our class gives us a feedback score to help us improve.***

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