Presenting Effectively:
Vocal & Nonverbal Communication

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Main Ideas:

Oral Communication vs. Written Communication
The Voice in Delivery
The Body in Delivery
Oral vs. Written Communication

Lecturing is a form of audience-centered *oral* communication that differs in important ways from written communication.
Oral vs. Written Communication

- Unlike *written* communication, oral communication allows for immediate listener feedback.

  - The listener may provide the speaker important visual cues (i.e. non-verbal indicators of agreement, confusion, skepticism, keen interest, etc).

  - The speaker is responsible for adapting to the listener’s non-verbal cues.
Oral vs. Written Communication

- Unlike *written* communication, oral communication cannot be “reread.”
  - Listeners have only one opportunity to absorb the speaker’s message.
  - The speaker is responsible for facilitating audience understanding through the use of “audience helpers”:
    - Simple and clear organization
    - Preview and summary statements
    - Clear labeling of points
    - Signposting
Vocal & Nonverbal Communication

- The Voice in Delivery
  *(Vocal Communication)*

- The Body in Delivery
  *(Non-Verbal Communication)*
The Voice in Delivery

1. Volume
2. Vocal Variety
3. Rate
4. Pauses
5. Articulation
The Voice in Delivery

Volume

- Project your voice enough to be heard easily without overpowering your audience.
- Adjust your volume to account for variables such as room size, audience size, & background noise.
The Voice in Delivery

Vocal Variety

- Avoid a monotonous pitch or tone.
- Vary your pitch to show enthusiasm for your subject and to promote audience attentiveness.
The Voice in Delivery

Rate

- Speak at a comfortable, easy-to-follow pace.
- Look for non-verbal cues from the audience that your rate *may* be too fast.
The Voice in Delivery

Pauses

- Make use of strategic pauses (i.e. to allow the listener adequate time to take notes, for dramatic effect, etc.)
- Avoid distracting “vocalized” pauses such as “um,” “ah,” “okay,” etc.
The Voice in Delivery

Articulation

- Speak with clarity, emphasizing every syllable.
- Avoid mumbling and slurring words.
The Body in Delivery

1. Eye Contact
2. Facial Expressions
3. Gestures & Movements
The Body in Delivery

Eye Contact

- Make regular eye contact, as appropriate.
- Avoid reading or relying too heavily on your lecture notes. Record and use “key words” as prompts.
The Body in Delivery

Facial Expressions

- Use natural facial expressions to convey emotions.
- Facial expressions should correspond with or match the tenor of the message.
The Body in Delivery

**Gestures & Movements**
- Make use of natural gestures and movements to reinforce your verbal message.
- Avoid distracting movements such as swaying and rocking, playing with your pen, or rattling your notes.