

Nonverbal Elements of Delivery

Appearance

- Should match the topic, occasion, and the audience's expectations
- Accessories should not outshine the message (tasteful outfit in which jewelry, clothes, and hairstyle do not distract the audience)
- If appearance draws too much attention, the audience is not listening to the message
- First impressions are very important

Eye Contact

- Maintain eye contact with all audience members and do not glare
- Allows the speaker to make a personal connection with his/her audience members, to build credibility, and to obtain feedback

Facial Expressions

- Should be natural unless you're driving a point home
- Should match the words spoken
- Smile to break the ice and dispel nervous tension (especially in the beginning of the speech and/or before you begin speaking)

Gestures -movement of your hands and arms

- Telegraph meanings (conductor and his/her musicians)
- Should be expressed effectively (hands should not be in your pockets, behind your back, fidgeting, or gripping each other)
- Should be deliberate, spontaneous, and natural

Body Movements

- Indicate how close speaker feels to his/her listeners
- Show confidence and can signal transitions
- Walk purposely and gracefully, do not shift your weight

- Can show mood changes if deliberate

Posture

- Lean over but don't hunch over (prevents voice projection)
- Maintain an even balance of weight and an open body stance so as not to direct an audience's attention all over the room
- Slumping or slouching can be perceived as lacking confidence and not caring
- Be natural (not too firm or stiff)
- Stand tall with your head up and your shoulders back