



## Speaking Tips

<b>Bad habits</b>	<b>Good habits</b>
<p>Leaning on desk            Slouching            Hands in pockets            Pacing around            Repetitive hand gestures            Unconscious habits (pens, hair, etc.)            Wearing caps, untidy clothes, etc            Chewing gum            Mumbling            Like, um, yah, stuff...            Giggling            Looking down or away from audience            Reading the whole speech            Holding a large paper in front of face            Ignoring the audience            Speaking too quietly, too loudly or monotone            Speaking too fast, not pausing for breath            Rambling, disjointed speech            Trailing off at the end, sitting abruptly</p>	<p>Standing firmly on both feet            Standing straight and tall            Hands comfortably by your sides            Meaningful movement and use of space            Hand gestures used to make a point            No distracting gestures            Clothes tidy and dressed appropriate            No gum or candies in mouth            Speak clearly            Good vocabulary choices, flowing speech            Keep your composure            Maintain eye contact, look over group            Gage audience response            Use small cue cards or know your material            Rhetorical questions engage the audience            Vary volume and tone for emphasis            Pause for emphasis, vary speed            Clear introduction, body and conclusion            Strong finish leaving a good impression</p>
<b>Bad gestures:</b>	
<p>Wagging the forefinger            Pointing the forefinger            Stabbing the forefinger            Raising the forefinger aloft            Sawing the air (cleave, rend, chop, pummel, part, grasp, knead, compress, mould, tie, lift, smooth...)            Clenching or balling the fist            Raising both fists            Stretching arms wide</p>	<p>Folding the arms            Gripping or pounding the table            Hands in pockets            Removing glasses            Blessings            Laying right hand on heart            Loosening tie, playing with clothing            Scratching head or other parts of body            Thumbs up sign            Touching your nose</p>