

1. "Take stage."
2. Be better than "natural." That is, be relaxed by being well prepared, but channel your energy toward the audience.
3. Command attention and enthusiasm for your subject by adding purpose and animation to your facial expression and your movements.
4. Balance your weight on both feet, with one foot slightly ahead of the other. Avoid leaning or swaying.
5. Own your surroundings. Position on the platform is to a presentation what paragraphing is to a page.
6. Avoid a monotone. Vary your
 - Pace
 - Emphasis
 - Volume
 - Inflection
 - Silences
7. Vary your speaking rate according to your changing intentions.
 - A fast delivery suggests knowledge, passion, and excitement about your message.
 - A slow delivery adds intensity, impact, and importance to your words.
8. Gesture from the shoulder to convey authority. Get your hands "out of the box" so you can package your ideas.
9. Use gestures that show enthusiasm, informality, relaxation, and openness: Keep hands up, out, firm, and apart.
10. Avoid random gesturing that shows nervousness and negative feelings:
 - Crossed arms
 - Hands on hips
 - Intimidating finger-pointing
 - Small, jerky gestures
 - Playing with clothing, jewelry, or other objects
 - Tugging on ear, rubbing nose, or popping knuckles
 - Hands tightly clasped behind or in front of body

Tips excerpted from Dianna Booher's *Speak with Confidence* (McGraw-Hill).

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