Chapter 13

Activity 13-1 Improving Your Speaking Skills

**Directions:** Review the speaking checklist that follows. Place the items in the order of importance that works for you. Add any additional guidelines that will help as you prepare for making presentations. Create a final Speaking Checklist document.

Preparation

• Know your purpose

• Know your audience

• Know the message you want to communicate

• Organize information according to your selected approach

• Outline and/or write out presentations

• Check facts

• Think carefully about humor

• Prepare appropriate visual aids and handouts

• Practice

Presentation

• Adjust volume as needed

• Adjust speaking rate as needed

• Pronounce words correctly and clearly

• Provide emphasis in speech

• Control body language

Presentation Room

• Troubleshoot equipment before presentation

• Locate fire exits

• Check lighting

• Place bottle of water on podium

• Check microphone