analogy. A comparison of two unlike things based on a particular aspect each have in common.

body language. The expression of nonverbal messages through gestures, facial expressions, and other body actions or posture.

demographics. Information about a group of people.

demonstrations. Presenting an audience with visuals to explain how something works or is done.

enunciation. Clearly and distinctly pronouncing syllables and sounds.

handouts. Printed materials distributed to the audience; also called leave-behinds.

intonation. The rise and fall in the pitch of your voice.

modulation. Changing the emphasis of words by raising and lowering your voice.

monotone. Speech that is delivered with the same intonation, stress, pitch, and volume.

oral presentation. A speech, address, or presentation given to a group.

pitch. The highness or lowness of a sound.

presentation notes. Used during presentations to keep track of where you are in the presentation and to remind yourself of points should you forget anything.

subjective. An individual’s interpretation that is dependent on personal views, experience, and background.

visual displays. Large graphic elements that accompany the presentation.