THE BASICS OF DELIVERY

Cottey College Writing Center

WHAT IS DELIVERY?

The Orator, courtesy of Wikipedia

- Delivery is the verbal conveyance of text, such as in a presentation, speech, or debate

- Delivery has its origins in Greek and Roman oratory—the art of public speaking

- It involves the use of the voice and body in presenting

WHAT ARE THE FEATURES OF DELIVERY?

Vocal features:

-Volume

-Tempo/rate

-Intonation

Kinesics features:

-Gestures

-Eye contact

-Movement

Bryan Stevenson, courtesy of businessinsider.com

VOCAL FEATURES

- <u>Volume</u>: how loudly or quietly one speaks

  - Should be heard by all audience members without screaming

- <u>Tempo/rate</u>: how quickly or slowly one speaks

  - Should be generally balanced

- <u>Intonation</u>: the rise and fall of the voice

  - Too little is monotone; too much is nerve-wracking

- All of these can (and should) be adjusted in places to add emphasis

  - Practice the art of "tension and release"

KINESICS FEATURES

Courtesy of sketchbubble.com

- <u>Gestures</u>: use of the hands
  - Can be used to add interest and indicate enthusiasm…within reason
  - Be mindful of different gestures' cultural significance
- <u>Eye contact</u>: looking directly at (not above) members of the audience
  - Should be balanced across all audience members
- <u>Movement</u>: the speaker's motion across the stage/speaking area
  - Not too much, not too little
  - Should be done deliberately, not randomly

PRESENTING IN GROUPS

- Practicing as a group—in person—is essential

- Have clearly-defined speaking roles planned out
  - Members should talk about sections they are most comfortable with

- Provide smooth transitions between speakers
  - "And now [name] is going to talk about…"

Courtesy of ThoughtCo

OTHER TIPS

Courtesy of Etsy.com

- Don't stand in front of your visual aid!

- Acquaint yourself with the speaking location in advance

- Remember that elite delivery takes years of practice