**Introuction**

\* Use a variety of voice tone.

\* Prepare and delivery team presentations.

\* Answer questions from the audience.

\* Use effective methods in the speak.

**The body laguage**

+ presentotion skills

-show confidence and energy

-keep consistent eye con tact

-Use hand gestures

-speak slowly,clearly,and loudly enough

-Minimize fillers

+ if you decide to walk

-walk with purpose

-don’t walk too much

-walk sowly

-Never tuin your back on any section of the audience

+Use gestures to

-reflect the idea you are talking about

-illustrate an action you are describing

-Emphasize an important point

+No gestures can make you look stiff

+too many gestures can make you look nervous

+Make your gestures natural and controlled

Use your voice

+speak like a professional

-talk loudly enough for everyone to hear

-speak at an easy-to-underand rate

-Speak clearly

+Adjust your volume to the environment

+Yoour rate of speech is affected by

-speed

-pause

+pauses

* Short pauses

-where comma or period would be

* Longger pauses

-introduce key ideas

+Common fillers to avoid

-like

-um

-You know

-So

-basically

Using voice

How to make sound effective?

​ When you are practicing speaking ahead of time, think of a word or concept that you really want to emphasize and practice using your voice to do it.

Activities to Practice Engaging Eye Contact

+ Eye contact

While speaking, take a look at the note behind it for 3-5 seconds before switching your gaze to the note in the other section for 3-5 seconds.

Activities to Practice Professional Stance

+Slouchy vs .goodstance

+Power Poses – Get Used To Projecting Strength

+Additional Tips

Additional tips for learning to use a professional stance:

* Do not feel that you have to stand in one single stiff, unnatural position for your entire presentation. Even while standing powerfully, you should also aim for a relaxed, natural position.

Do not lock your knees, as this can make you dizzy while speaking.

* Practicing your presentation while balancing a book on your head can help you figure out if you are using good posture or slouching.
* While you want to avoid rocking or swaying, purposeful steps to the left, right, or toward your audience can help engage your listeners.

Activities to Practice Purposeful Gestures

What are the gestures to think about?

Before trying to incorporate purposeful gestures into your presentations, you must become aware of any distracting gestures that you use.

- Pay attention to your body language.

Do you overgesture, moving your hands constantly in a distracting way? Do you fidget or move only one hand in exactly the same way, over and over?

* If so, then you need to practice speaking in a neutral stance, standing in a natural position with your arms at your sides, before you begin to incorporate purposeful gestures
* Stand in a relaxed stance, but don't gesture, yet.

+ Developing Natural Gestures

What can you use gestures for?

* can use gestures to:

-Illustrate the size or shape of something

-Show direction or position

-Demonstrate an action verb

-Enumerate points by counting

* Gestures: Watch as many other presentations as you can, paying attention to what gestures work well for the speaker.