

Modes of Speech Delivery

1. **Impromptu Speech** - An Impromptu speech is delivered at the spur of the moment and is spontaneous. It is an unprepared speech, an example of which can be a toast at a wedding or a reception party.
2. **Extempore Speech** - An Extempore speech is a style used in public speaking which uses an outline for the speech and some prior preparation. It is a mix of spontaneous and prepared speech in the sense that the speaker can change the speech as it goes. The speaker may speak using main points or a brief outline.
3. **Manuscript Speech**- When a speaker reads from a prepared speech, using a manuscript, the style of speaking falls under this category. The entire speech may be read out from notes or printed material. An example would be a televised news report which a teleprompter reads out during a newscast.
4. **Memorized Speech** - When a speaker delivers a speech by memorising it or committing it to memory, it can be termed as a memorized speech. This kind of delivery has its pros and cons. Such a speech may either appear effortless or not very natural to the audience.

Non verbal Communication

Kinesics (Body Language): *This includes body posture and the motions the body engages in.* Kinesics is a fancy word for “body language.” We all know that body language is very revealing. In fact, research in communication shows that 90% of our communication is actually told through body language – not through the words we use.

Paralinguistic features of voice: *Paralinguistic features are non-verbal vocal cues that help you to give urgency to your voice.*

- Your voice is your trademark; it is that part of yourself that adds human touch to your words. Nuances of voice dynamics help the speaker to make his oral presentation impressive
- In order to control the audience, the speaker has to adopt certain strategies; primary among them is the use of language.
- The speaker should speak a language which is close to the participants. Clarity is the key word in oral presentation.
- Writing does not have that immediacy because the words are static on a page. Voice gives extra life to your delivery.

You may find it useful to understand the nuances of voice dynamics, namely- 1) Pronunciation 2) Modulation of the voice 3) Pace / Rate 4) Use of connectives

- 1) **Pronunciation:** Words should be pronounced clearly, with proper stress and intonation. Mispronunciation sometimes leads to confusion and spoils all presentation howsoever well planned it is.
- 2) **Modulation of the Voice:**
 - a. Voice should be vibrant and well modulated.
 - b. Nasalization of the voice should be avoided.
 - c. Pauses should be at the right place.
- 3) **Pace / Rate: (words spoken per minute)**
 - Rate is the number of words which you speak per minute. It varies from person to person and from 80 to 250 words per minute. The normal rate is 120 to 150 words. Cultivate your pace so as to fit in this reasonable limit.

- If a person speaks too slowly and monotonously, he is most likely to be considered a dull speaker even though the contents of his speech may be highly interesting. Similarly, a fast speaker also causes discomfort because the listeners do not get time to grasp the thoughts and switch from one thought to another. Under these circumstances, listeners may just stop listening and their attention may get lost. It is best, therefore, to vary your speaking pace.
- Use pauses to create emphasis. A well-placed, varied message suggests enthusiasm, self-assurance and awareness of audience. So, the rate of delivery should be normal. Since too slow or too fast delivery spoils the entire presentation.

4) Use of connectives:

- There are various kinds of connectives which may be used in oral presentation. There are some words or phrases which indicate the end of one thought and shift to another. Even rise and fall in tone can serve this purpose. The speaker can use such phrases as:
- *After having said that, It is time now to, In addition to etc. Likewise, his falling pitch will indicate the end of his speech.*

Proxemics (space): *This is the study of space and how we use the space around us.* Some of us like to fill up the space while others like a sparse existence. Some people are “pack-rats” who fill up our interiors while others are “neat freaks” with everything in its place in their space. To remember this word, think of “proximity.”

Chronemics (Time): *This is the use of time.* How we use time, our punctuality in arriving or departing, and what our routines are says a lot about who we are. Some of us live by the clock – regimented and controlled by it. Others of us are more free spirits – we come and go on our whims. To remember this word, think of “chronology.”

