

INTERMEDIATE

Delivery and Language



Johnson: Your English has really improved.

Hiro : Thanks to you. You helped me alot.

Johnson: You`re welcome. You`re more confident , too.

Hiro : No, just more relaxed.

Johnson: Now, you can teach me Japanese. I`m going to Tokyo this September.

Hiro : That`s awesome! I`ll send you textbook.

Johnson : Domo arigatto gozaimashitta

Hiro : Hey, you`re fluent already.

Johnson : lie.

Hiro : Well, I must be going.

Johnson: See you in September. so long.

Hiro : Goodbye and thanks for everything.

Nerves

Most speakers are a little nervous at the beginning of a presentation. So it is normal if you are nervous. The answer is to pay special attention to the beginning of your presentation. First impressions count. This is the time when you establish a rapport with your audience. During this time, try to speak slowly and calmly.

Audience Rapport

You need to build a warm and friendly relationship with your audience. Enthusiasm is contagious. If you are enthusiastic your audience will be enthusiastic too. And be careful to establish eye contact with each member of your audience. Each person should feel that you are speaking directly to him or her. This means that you must **look at** each person in turn - in as natural a way as possible. This will also give you the opportunity to detect signs of boredom, disinterest or even disagreement, allowing you to modify your presentation as appropriate.

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Body Language

What you do not say is at least as important as what you do say. Your body is speaking to your audience even before you open your mouth. Your clothes, your walk, your glasses, your haircut, your expression - it is from these that your audience forms its first impression as you enter the room. Generally speaking, it is better to stand rather than sit when making a presentation. Be aware of and avoid any repetitive and irritating gestures.

Cultural Considerations

Because English is so widely used around the world, it is quite possible that many members of your audience will not be native English-speakers. You should try to learn about any particular cultural matters that may affect your audience. Cultural differences can also be seen in body language, which we have just discussed.

Voice quality

It is, of course, important that your audience be able to hear you clearly throughout your presentation. Your voice will then be more interesting for your audience. You can vary your voice in at least three ways:

- **speed**: you can speak at normal speed, you can speak faster, you can speak more slowly - and you can stop completely! You can pause. This is a very good technique for gaining your audience's attention.
- **intonation**: you can change the pitch of your voice. You can speak in a high tone. You can speak in a low tone.
- **volume**: you can speak at normal volume, you can speak loudly and you can speak quietly. Lowering your voice and speaking quietly can again attract your audience's interest.

The important point is not to speak in the same, flat, monotonous voice throughout your presentation - this is the voice that hypnotists use to put their patients' into trance!

Delivery

'Delivery' refers to the way in which you actually deliver or perform or give your presentation. Delivery is a vital aspect of all presentations. Delivery is at least as important as content, especially in a multi-cultural context.