

## BASICS OF PUBLIC SPEAKING

### STAGE APPEARANCE

- Eye contact with audience
- Level head position (so voice can go up and out)
- Good body posture
- Stable standing position (feet shoulder-width apart)
- Hands out of pockets
- Hands away from mouth

### VOICE

- Loud enough

### FORMAL PRONUNCIATION

1. /thee/ before words beginning with vowel sounds  
/thee/ assignment  
/thee/ employee  
/thee/ imports  
/thee/ organization  
/thee/ umbrella

*Exceptions: begins with "y" sound like the word "you"*

*/thuh/ United States*

*/thuh/ university*

2. /thuh/ before words beginning with consonant sounds

3. Business English does not use informal forms.

<u>informal</u>	<u>formal</u>
wudju -->	would you
cudju -->	could you
didju -->	did you
wanna -->	want to
gonna -->	going to
hafta -->	have to

### ORGANIZATION OF SPEECH

<b>Introduction</b>	<i>This is what I am going to tell you.</i>			
<b>Point 1</b>	first	yesterday	least important	front
<b>Point 2</b>	second	today	somewhat important	middle
<b>Point 3</b>	third	tomorrow	most important	back
<b>Conclusion</b>	<i>This is what I told you.</i>			