

# Polished Delivery Skills Tip Card Sheet

## POLISHED DELIVERY



Use these tips to come across more confident and polished the next time you present.

### Authenticity

When you come across authentically, listeners will stay connected because they trust and believe what you say.

#### Take the Authenticity Test.

How many can you say "yes" to?

- Would you speak this way to a friend?
- Are you the only one who could give your talk?
- Are you coming across as more than just a talking head?
- Do you often include the words "I" or "me"?
- Are you expressing your passion or interest?
- Do we know something about you when you are done?
- Are you "in" your presentation? (or just giving a presentation?)

### Executive Presence

Use these five skills to help you come across more confidently and with more passion and energy.

#### Own Your Space

1) Open body posture

Stand tall, shoulders back and one or both hands relaxed at sides when not gesturing. Avoid holding hands in prayer position or clutching the podium.

2) Strategic movement

Take strategic steps (like a chess board) towards the audience, away from audience or to the sides. Avoid standing too still, rocking or pacing.

### Likeability

How likeable you are directly impacts how effective your message will be, so lighten up and show the audience that you are likeable. Add benefit: everybody looks better when they smile.

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### Show What You Mean

Gestures help the audience "see" what you mean

- Plan gestures that emphasize your point
- Minimize repetitive gestures that distract

#### Common Words

Count: 1, 2, 3

Up / Down

Big / Small

You / Me

Imagine

Flat / Same

Differences

Power / Strong

What / Why / When

Before / Yesterday

Afterwards / Tomorrow

#### Gestures

Tick off with fingers

Hand up or down

Hands apart or together

Hands toward audience or self

Index finger up

Leveling gesture

Show open palms – balancing

Closed fist

Open Gestures

Gesture backward

Gestures forward

### Use Your Voice

We are five times more likely to be influenced by voice than the spoken word.

- Pauses - add between major thoughts
- Pitch - keeps the audience interested
- Pacing - helps audience stay on track
- Project - your voice to the back of the room

Do scales to increase your range

Plan your vocal variety ahead of time by adding these symbols to your script:

Pause // Before you speak again

P-a-c-e Y-o-u-r-s-e-l-f

#### Project Voice Loudly

<speaking softer>

^increase your pitch

**Add Tempo** and take your vocal variety to the next level. For example, have sections of your talk that are fast and strong, then pull in and soften the delivery. Change your rate, pitch, pacing and projection to keep your delivery interesting.

### Connect with the Audience

Look directly at individuals in the audience. It creates a powerful connection. Connect for 2-3 sentences per person – don't scan. Feel overwhelmed? Look the person in just one eye.

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