

Own the Room Tip Card Sheet

OWN THE ROOM



When you own the room you come across confident and commanding.

Step Forward and Start Strong

Start owning the room from the first moment you begin. Move your body and your energy towards the audience. Instead of mumbling through an introduction and summary of what you'll cover – grab us with an engaging opener that addresses why this is relevant and interesting to us.

Have Open Body Language

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

Use Meaningful Gestures

Gestures help the audience “see” what you mean

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

Common Words	Gestures
Count: 1, 2, 3	Tick off with fingers
Up / Down	Hand up or down
Big / Small	Hands apart or together
You / Me	Hands toward audience / self
Imagine	Hand up and open
Flat / Same	Leveling gesture
Differences	Show open palms
Power / Strong	Closed fist
What / Why / When	Open Gestures
Before / Yesterday	Gesture backward
Afterwards / Tomorrow	Gestures forward

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Eliminate Fillers

Watch rambling sentences and filler words

- Write out thoughts ahead of time
- Record your talk and listen to it
- Get feedback on frequency of filler words
- Watch: um, ah, so, and, you know, I mean

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

< speak softer >

^ increase your pitch

Add Powerful Pauses

If you can say to yourself “1,000 2,000” this is the length of a powerful pause. If you can say to yourself, “1,000 2,000 3,000” this is the length of a very powerful pause. Leaders know that powerful pauses give listeners time to process their message. But powerful pauses also show how confident you are and ensure you command the room.

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.

Don't forget to learn your material!

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