

## COMS 101 FINAL ALBAN

Know the different methods of delivery and the one that is the most appropriate for students of public speaking.

1. Memorization
2. Using a manuscript
3. Extemporaneous speaking **most appropriate**
4. Impromptu speaking

Know the various aspects of vocal delivery (articulation, etc) and of physical delivery (gestures, etc) as the chapter defines these.

Vocal:

articulation, pronunciation, volume, rate, pitch, pauses, and emphasis.

Physical:

gestures, using note cards or a legal pad, physical movement, eye contact, appearance.

Know the actions that inhibit gesturing.

- Clasping your hands together
- Hugging your body
- Clasping your hands in the "fig-leaf" stance
- Locking your hands behind your back
- Putting your hands in your pocket
- Grasping and leaning into your lectern

Know the considerations for using note cards.

- View your notecards as an extension of your arm
- Cards should fit into your hand comfortably
- 4"x6" are easier to read than 3"x5"
- Number notecards in order
- Check to see that they are in sequence before speaking
- Never staple your notecards