

## THE CHARACTERISTICS OF A GOOD PUBLIC SPEAKER

### 1. Content and Organization

The speaker:

- a. captures the interest of the audience with an original, stimulating introduction
- b. limits the speech to making a few main points that are thoroughly emphasized
- c. organizes the speech so that the main ideas are easily identified, clearly related, and well supported
- d. is sensitive to the interests and knowledge of the audience and is neither too simplistic nor goes over the audience's heads
- e. is occasionally humorous

### 2. Pronunciation, Voice Quality, and Rate of Speech

The speaker:

- a. pronounces words clearly and accurately
- b. speaks loudly enough for everyone to hear and does not mumble
- c. speaks neither too slowly (boring) nor too quickly (unintelligible)
- d. varies intonation and stress
- e. uses stress (loudness) appropriately to emphasize key points and words
- f. maintains a middle pitch range; speaking with too high a pitch is disturbing to many listeners
- g. does not have frequent, long, embarrassing pauses and hesitations and uses few "ums" and "uhs"

### 3. Body Language

The speaker:

- a. maintains posture that is not too relaxed or too stiff
- b. uses some gestures, although not so many as to be distracting
- c. maintains eye contact with as many members of the audience as possible