

# aspects of public speaking



## visual: what the audience sees

- |                    |                    |                        |
|--------------------|--------------------|------------------------|
| Attire             | Ethnicity          | Numbers and Statistics |
| Attitude           | Eye Contact        | Passion                |
| Background         | Facial Expressions | Personal Appearance    |
| Body Language      | Fidgeting          | Physical Pacing        |
| Charts and Graphs  | Gender             | Posture                |
| Communication Aids | Graphic Design     | Preparedness           |
| Confidence         | Grooming           | Smiling                |
| Emotion            | Hand Gestures      | Slides and Projections |
| Energy             | Identity           | Text and Images        |
| Engagement         | Movement           | Video Media            |
| Enthusiasm         | Nervousness        | Visual Aids            |
| Environment        | Nonverbal Signals  | Wandering Around       |

## vocal: what the audience hears

|               |             |                |
|---------------|-------------|----------------|
| Accent        | Engagement  | Preparedness   |
| Articulation  | Enthusiasm  | Projection     |
| Assertiveness | Familiarity | Pronunciation  |
| Attitude      | Inflection  | Random Fillers |
| Audio Media   | Mood        | Rate           |
| Confidence    | Mumbling    | Silence        |
| Consistency   | Nervousness | Stuttering     |
| Dialect       | Pace        | Tone           |
| Diction       | Passion     | Variety        |
| Emotion       | Pause       | Voice          |
| Emphasis      | Pitch       | Volume         |

## verbal: what the speaker says

|                  |                        |                  |
|------------------|------------------------|------------------|
| Accuracy         | Examples               | Quotes           |
| Alliteration     | Grammar                | Rambling         |
| Appropriateness  | Humor                  | Repetition       |
| Articulation     | Imagery                | Research         |
| Bias             | Inclusivity            | Signposts        |
| Central Idea     | Introduction           | Simile           |
| Clarity          | Language               | Slang            |
| Clutter          | Main Points            | Speaking Outline |
| Concise          | Metaphor               | Spontaneity      |
| Conclusion       | Narratives             | Storytelling     |
| Context          | Numbers and Statistics | Style            |
| Conversational   | Organization           | Summaries        |
| Credibility      | Personal Experiences   | Terminology      |
| Definitions      | Preparation Outline    | Testimony        |
| Descriptions     | Presentation Notes     | Themes           |
| Emotional Appeal | Previews               | Transitions      |
| Ethics           | Profanity              | Vocabulary       |
| Evidence         | Pronunciation          | Words            |

