

PHYSICAL DELIVERY

- I. Eye contact
 - A. Visual bond with audience
 - B. Target
 - 1. Directly into eyes
 - 2. Not up and out
 - C. Variety/entire audience
 - D. Frequency
 - 1. Maintain as much as possible
 - 2. Don't overly depend on:
 - a. Notes
 - b. A/V aids
 - E. Length
 - 1. Sustain eye contact
 - 2. Avoid quick up/down looks
 - 3. Don't drop head
 - II. Bodily action
 - A. Posture/stance
 - 1. Don't slouch
 - 2. Plant feet (except for walking)
 - 3. Keep weight distribution equal
 - B. Gestures
 - 1. Purposes
 - a. Enhance presentation
 - b. Help maintain attention
 - 2. Factors
 - a. Natural/spontaneous
 - b. Animated
 - c. Above waist
 - 3. Variety
 - 4. Control
 - 5. Timing
 - C. Facial expressions
 - D. Movement
 - 1. Limited walking around room
 - 2. Don't pace
 - E. Energy
 - F. Handling of notes
 - G. No dependence on lectern
 - H. Delivery problems
 - 1. Lack of eye contact
 - 2. No gestures
 - 3. Hands
 - a. Putting into pockets
 - b. Covering face
 - 4. Nervous energy
 - 5. Distracting movements
 - a. Swaying/rocking
 - b. Fidgeting
 - 6. Lack of animation/energy
- III. Audio/visual aids
 - A. Functions
 - 1. Get attention
 - 2. Help explain/clarify ideas
 - 3. Aid memory
 - B. Appearance
 - 1. Visually interesting
 - 2. Simple/uncluttered
 - 3. Limited focal points
 - C. Marked/cued in advance
 - D. Practice
- IV. Poise
 - A. Be prepared
 - B. Practice
 - C. Maintain composure
 - 1. Don't react to mistakes
 - 2. Ignore distractions
 - D. Handle stage fright
 - 1. Take deep breaths
 - 2. Focus on message