

VOCAL DELIVERY

- I. Language
 - A. Choice of words
 - 1. Audience
 - 2. Occasion
 - B. Grammar
 - C. Variety
 - 1. Don't be repetitive/redundant
 - 2. Don't overuse words
 - D. Delivery
 - 1. Pronunciation
 - 2. Articulation
 - E. Clarity
 - F. Specificity
 - G. Conversational tone
- II. Oral delivery
 - A. Voice elements
 - 1. Volume
 - a. Strong
 - b. Appropriate to situation
 - 2. Tempo
 - a. Maintain good pace
 - b. Pause between main ideas
 - c. Don't rush
 - d. Pause for effect
 - 3. Pitch
 - a. Use wide range
 - b. Don't use "monopitch"
 - c. Use inflection appropriately
 - 4. Quality/tone
 - a. Conveys mood
 - b. Reflects emotions
 - B. Vocal variety
 - 1. All elements
 - 2. Interesting voice
 - C. Vocal energy
 - D. Emphasis
 - 1. Stress important ideas
 - a. Volume
 - b. Tempo
 - c. Bodily action
 - d. Any change
 - 2. Use natural stress
 - a. Don't stress "a"
 - b. Don't stress "the"
 - 3. Don't stress unimportant ideas
- III. Fluency
 - A. Smooth flow of delivery
 - 1. Use of effective silent pauses
 - 2. No gaps
 - 3. No choppy phrasing
 - B. Problems
 - 1. "Oral pauses"
 - a. "Eh"
 - b. "Um"
 - 2. Filler words/phrases
 - a. "Like"
 - b. "You know"
 - 3. Tag lines
 - a. "Ya know what I'm sayin'"
 - b. "And stuff/everything"
 - 4. Repetition/overuse of words
 - a. "Okay"
 - b. "And"
- IV. Preparation
 - A. Word speech
 - B. Practice aloud
 - 1. Simulation of situation
 - 2. Audience
 - C. Videotape