**Presentation Techniques**

**SPEECHES**

**BODY**

* **Strong, confident stance** - face your audience **directly**, using strong posture (shoulders back).
* **Movements should be purposeful** (do not sway or pace) I.e. Move to one side of the room to **connect with a specific area in the audience.** **Move, stop, speak for a time**, then move to the other side to reach a different group of people.

**HANDS**

* **Gestures should be purposeful** (not distracting), adding emphasis or showing “difference” in your speech.
* **Hold your cue cards (if applicable) in a relaxed manner.**

**FACE**

* **Eye contact – sustained** points of eye-contact should be used throughout your speech. Speeches should be **memorised** where possible so that you are free to speak to your audience without relying on cue cards.
* **Facial expressions should be purposeful** and used to highlight/emphasise ideas in your speech.

**VOICE**

* **Diction – The clarity of your words is essential to convey meaning.** Articulate (speak clearly) **throughout** your speech.

*It is good to read through sections of your speech with someone else and ask them if your words are coherent/clear.*

* **Volume – Your voice should be able to reach those sitting at the back of the room.**

*Test this with a peer: speak at the front of the room and get your peer sitting at the back to tell you whether your volume is sufficient. Practice with this same level at home.*

* **Tone – Intonation gives meaning to your information.** “Rises” and “falls” in tone should highlight important or not-so-important information.

*Read through your draft and highlight where you are going to use changes in tone to emphasise ideas. I.e. One colour for a purposeful higher tone; a different colour for a purposeful lower tone.*

* **Pace – Do not speak too fast.** The audience has not heard this information before so give them ample time to take in the details of your speech.

*Rehearsing with a peer and asking whether your pace is suitable is helpful.*

* **Pause – Highlight important pieces of information by pausing after the information is said.**

*Asterix where you are going to pause on your draft and practice with these purposeful pauses in place.*

**OVERALL: Rehearse with a printed copy of your FULL speech for a number of days. Then transfer your POINTS and EXAMPLES onto CUE CARDS (if needed).**

**Great student speech examples:**

Te Ariki Te Puni: Race Unity Speech Winner, 2017

<https://www.youtube.com/watch?v=7TSAi-IToyM>

Laura Heslop: Cyril Bassett RSA Speech Finalist, 2016

<https://www.youtube.com/watch?v=H55WMAReIgU>

Naomi Kumar: Race Unity Speech Winner, 2013

<https://www.youtube.com/watch?v=pIO8L8IoRto>

Joseph Iosefo: TEDx presenter Christchurch, 2012

<https://www.youtube.com/watch?v=S-SKYOwjIGU>