**The Last Four: Delivery**

**Seven**: Use carefully selected grammar, articulation and pronunciation in your presentation.

- Watch those… umm… filler words!
- Pronounce your words with meaning, and be careful not to mumble. Nothing disengages an audience faster than meshing words and phrases together!
- Give yourself a break! If you need to stop and take a breath, **do so**! You and your audience will appreciate the pause.

**How do I get rid of filler words in my presentations?**

Pay close, conscious attention to what you’re about to say before you say it.

So often our mouths get ahead of our brains; think slowly and carefully in a public speech.

Also, try weeding these words out in everyday conversations.

**Eight**: Perhaps one of the most important competencies, competency eight, focuses on physical behaviors.

- Utilize your space; **move around** and engage your audience!
- Use your hands to illustrate your message. Put those notes down!
- Give your audience eye contact.
- Use a Power Point or visual aid that doesn’t distract from **YOU**—rather, use a visual aid that **enhances** your message, not detracts.

**Why the 8 Competencies?**

Unlike some public speech grading rubrics, which condense all aspects of a public presentation into two or three areas, the eight competencies value individual portions of your presentation.

Pay attention to specific areas of the competencies, and experiment with ways to improve your public speaking abilities.

Focusing on one specific competency at a time can help you develop into a highly capable researcher and speaker.

**Contact Us**

For additional information, check out the Oral Communication Center website: [www.uccs.edu/commcenter](http://www.uccs.edu/commcenter)

To speak with a trained OCC Peer Mentor or Graduate Associate, contact us at (719)255-4770 to schedule an appointment.

**The 8 Public Speaking Competencies**

Developed by: TODD WATERS
WHAT ARE THE 8 COMPETENCIES?

The eight public speaking competencies were developed in 1990 by Dr. Sherwyn Morreale as a public speaking assessment tool.

The use of 8 separate categories allows for students to be graded on every detail of their speech; in both their preparation and delivery of the presentation itself.

Each competency focuses on a different aspect of presentation and style, all combining to form a complete presentation.

The first four competencies focus on the overall content of your presentation.

**One:** Choose and narrow a topic appropriate for your audience and time parameters.
- Your presentation must be narrow and succinct to fit time restrictions.
- Perform an audience analysis to determine how to approach any given topic idea.

**Two:** State your thesis clearly: What are you going to cover in your presentation, and in what order?
- i.e. “Today, I am going to discuss…”

**Three:** Supporting material should be research-based and personal in nature.
- Remember to appeal to ethos, pathos and logos in all your presentations to establish credibility.
- Personal anecdotes provide an insight into your life and encourage a relationship and trust with the audience.

**Four:** Organization is key: Pay very close attention to the overall structure of your speech.
- This allows for your audience to “stay with you” throughout your presentation.
- Generally, you’ll need an introduction, thesis statement, main points and transitions, and a conclusion/summary.
- Try making a checklist of points that need to be covered; you’ll find planning your presentation helps you, too!

The last four competencies emphasize on your individual speech delivery and style.

**Five:** Use appropriate language in each and every presentation. Besides not cursing or using inappropriate/offensive language…
- Stray from confusing technical jargon.
- Careful saying informal and filler phrases (“you know,” “you guys,” “stuff like that”).

**Six:** Enhance your vocal variety, rate, pitch and intensity to heighten and maintain audience interest.
- Be enthusiastic and genuinely interested in your topic.
- When you show you care about your topic through your tone, your audience will care about what you have to say, too!