

## Voice and Tone

The way you use your voice can have a significant impact on how your presentation is perceived by your audience.

Your voice and tone can convey a range of emotions and attitudes, such as confidence, authority, enthusiasm, and interest. Your tone can also indicate the level of importance or urgency of your message.

How can we use voice & tone to improve our presentations?


## Body Language

Body language is a critical aspect of effective communication skills for presentation, especially in a presentation setting. The way you use your body can have a significant impact on how your message is received by your audience.

Your body language can convey confidence, interest, enthusiasm, and many other emotions and attitudes that can affect how your audience perceives you and your message.

What body language do we need to be careful with?


## 1. Stand up straight

Good posture is key to projecting confidence and authority. Stand up straight with your shoulders back and your feet shoulder-width apart.

## 2. Make eye contact

Eye contact is a powerful way to connect with your audience and build trust. Try to make eye contact with different members of your audience throughout your presentation.

### 3. Use hand gestures

Appropriate hand gestures can help emphasise your message and make your presentation more engaging. However, be careful not to overdo it or use gestures that are distracting or inappropriate.

### 4. Avoid fidgeting

Fidgeting can be distracting and convey nervousness or anxiety. Try to stand still and avoid pacing, tapping your feet, or playing with objects.

## 5. Use facial expressions

Your facial expressions can convey a wide range of emotions and attitudes, from enthusiasm and interest to boredom and disengagement. Use appropriate facial expressions to match the tone of your message.

## 5. Pause for emphasis

Pausing at strategic moments can help emphasise important points and give your audience time to process your message. Take a breath and pause before making an important point to give it more weight.

## 1. Practice speaking with intention

Before your presentation, take some time to practice your speaking with intention. Think about the key messages you want to convey and how you want your audience to feel while listening to your presentation. This will help you deliver your message with a clear and purposeful voice and tone.

## 2. Vary your pace

Varying your pace can help keep your audience engaged and interested in your presentation. Slow down during important or complex points, and speed up during lighter or more exciting parts. By varying your pace, you can also create a sense of urgency or importance in your message.

### 3. Use pitch to convey emotion

Varying the pitch of your voice can help convey different emotions and attitudes in your presentation. For example, a higher pitch can convey excitement, while a lower pitch can convey seriousness or importance.

### 4. Pay attention to your volume

Be sure to project your voice so that everyone in the room can hear you. However, be careful not to speak too loudly, which can be distracting or overwhelming for your audience.

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