Word Usage & Vocal Delivery

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Extemporaneous Delivery

- Delivering a prepared presentation from an outline and adjusting the message to meet the audience's needs.
  - Best for most presentations
  - Allows you to:
    - Have conversational delivery (preferred)
    - Adjust the message to the audience’s verbal and nonverbal feedback
    - Maintain audience’s interest
Word Selection

A speaker must carefully select appropriate words for their topic, audience, and occasion.

- Use specific, concrete words
  - *Tulip* instead of *flower*
- Use unbiased words
  - Words that do not offend
  - *Stay-at-home parent* instead of *stay-at-home Mom*
- Use vivid words
  - *The bright, blue balloon* instead of *balloon*
- Use simple words and sentences
  - Words the audience can easily understand

Adding Interest Through Word Usage

Ways to create interest & understanding through word structure:

- Metaphors (implied comparisons)
  - *American cities are the windows through which we view the world.*
- Similes (comparisons that use the word like or as)
  - *Life is like a box of chocolate, you don’t know what you’re going to get.*
- Personification (attributes human qualities to nonhuman things)
  - *The computer has a mind of its own.*
Adding Rhythm Through Word Structure

Ways to add emphasis & interest to your presentation:
- **Parallelism**
  - Two or more sentences with the same grammatical structure
  - “Injustice anywhere is a threat to justice everywhere.”
- **Antithesis**
  - Parallel structure with contrasting ideas
  - “Ask not what your country can do for you, but what you can do for your country.”
- **Repetition**
  - Using a key word or phrase more than once
  - MLK’s “I Have A Dream”; “I Have A Dream”; “I Have A Dream”
- **Alliteration**
  - Repeating a consonant sound
  - “It was cold, clear Christmas day.”

Vocal Delivery

- **Vocal deliver is NOT** the words you use, but how you say them.
  - Vocal variety helps the audience remain interested in your presentation.
    - **Volume**: Make sure the entire audience can easily hear your message.
    - **Pitch**: It is important to vary the highness and lowness of your voice to prevent being monotone.
    - **Rate**: Use a rate the audience can easily follow, interjecting pauses to add emphasis to your message.
    - **Articulation**: Make sure to fully articulate each and every word.
      - **Avoid using slang!**
Word Usage & Delivery Problems

- **Articulation**
  - Make sure to fully articulate the word. Avoid using slang.

- **Volume**
  - Make sure the entire audience can hear you.

- **Monotone...** *BORING!*
  - Lacks variety with pace, volume, and pitch
  - Make sure to vary each of these components

- **Fillers & Hedges...** *DISTRACTING!*
  - “uh”, “um”, “and”, “you know”, and “like”
  - Become aware of the usage and frequency
  - Use a brief pause instead of the filler or hedge

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Always Remember...

- “*It is not only what you say, but how you say it.*”

- “*Communication is complicated.*”

- “*Communication is inescapable.*”

- “*Communication is irreversible.*”
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