

Public Speaking Terms

Clarity – speaking clearly so as to be understood. Clarity is composed of several different related speech skills

Projection – speaking loudly enough so that every member of the audience can hear what is said.

Enunciation – fully pronouncing each syllable of each word with the proper emphasis

Pronunciation – correctly pronouncing each word.

Expression – speaking with vocal variety and vitality so that the audience remains interested

Pace – speaking at a rate that is comfortable for the audience to hear and comprehend

Fillers – Using meaningless words or sounds that distract the audience

Slang – Informal language that is specific to a particular group

Buzzwords – Words or phrases that sound important but have become meaningless through endless repetition

Acronyms – Sets of initials used as shorthand to refer to particular phrases (such as C.E.O. for Chief Executive Officer)

Active Listening – Participating in the act of communication by paying attention and letting the speaker know that you're paying attention

Stance – Presenting and maintaining an appropriate posture to facilitate communication

Eye-contact – Just what you think it is. When speaking to an audience of more than one, it's important to make eye contact with as many individual members of the audience as possible