

OBJECTIVES FOR THE GOOD SPEAKER

- I. His posture is good
 - A. His body is erect and well-poised, his feet well-placed
 - B. His head is up
 - C. His eyes are alert, looking into the faces of his listeners
 - D. His hands are quiet, unless he uses them for some purpose
 1. He may illustrate by gestures
 2. He may hold or point to pictures, diagrams or maps
- II. His voice is pleasing
 - A. The farthest listener can hear easily
 - B. The voice is well-modulated
 1. It is not all on one tone
 2. It is not sing-song
 3. It is interesting and alive
 - C. The voice is of good quality
 1. It is not nasal
 2. It is not sharp and piercing
 3. It is not rough or muffled
 4. It is clear, and pleasant to hear
- III. His words are well-informed
 - A. They are clear and distinct, not mumbled or moultered or the sounds half swallowed
 - B. All sounds are brought out, for example, final g and t in such words as doing and what
 - C. All words are correctly pronounced
- IV. His style is pleasing
 - A. His speech is grammatically correct
 - B. His words are well-chosen to express his thoughts exactly
 - C. His sentences are well-formed, clear and simple to understand
 - D. His sentences are clear-cut, not linked by "ah," "why-a," "and-a" or other unpleasant sounds
 - E. His speech is concise, not rambling and wordy
 - F. His speech holds the attention of the audience because it is interesting and convincing
 - G. His speech is orderly, one sentence follownig another naturally
- V. Most important of all, his ideas are worth listening to
 - A. His subject is interesting because it deals with things his listeners think about, know someting about and care about
 - B. He is well-informed by reading, observing, talking with others, thinks things out.
 - C. His statements are true and accurate, not mere guesses and opinions.