Do Not:

- Hide behind
- Hang on
- Read from notes
Do:

- Rest hands gently
- Glance at your notes
- Move away occasionally or stand to the side
# DELIVERY - VOICE

<table>
<thead>
<tr>
<th>Rhythm</th>
<th>Rate</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inflection</td>
<td>Pause</td>
<td>Eliminate ‘filler’ words or expressions</td>
</tr>
</tbody>
</table>

- **Rhythm**
- **Rate**
- **Volume**
- **Inflection**
- **Pause**
- Eliminate ‘filler’ words or expressions
Use the ‘touch / point, turn, talk’ technique:

- Pause when you turn or refer to the slides
- Turn back towards the audience
- Talk
ORGANISATION – 5 WS

**Audience:**
- Who?
- Where?
- When?

**Purpose:**
- Why?
- What?
<table>
<thead>
<tr>
<th>Greet</th>
<th>Identify</th>
<th>Qualify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Time</td>
<td>Surprises</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Questions</td>
</tr>
</tbody>
</table>