**How to put more “Ooomph!” into your presentations:**

**“The Dozen ‘P’s of Public Speaking”**

**P**reparation - research, write, and rehearse - rehearse, rehearse, rehearse

**P**ace - this should vary - if we speak at one pace we become boring

**P**itch - this is the key to vocal variety; low, middle, and high - in both tone and volume

**P**ause - one of the best ways to avoid those “uuumhs” and “aarhs” (and to take a breath)

**P**resentation (personal) - always remember that “You are your best visual aid”

**P**eriod (time) - to go beyond you allotted time is to steal what you have no right to

**P**an – the audience with your eyes, engaging its members for 2-3 seconds each

**P**roject – your voice using your diaphragm

**P**ronounce – your words clearly – good articulation aids understanding

**P**assion - give your speech everything you have - be enthusiastic, it’s contagious

**P**ersonality - be yourself, bring your own uniqueness to your speech

**P**articipate – focus all your attention on your audience and stay ‘tuned in’ to them