

# Nonverbal communication for Presentations

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*metalogue*

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- Far out in the uncharted backwaters of the unfashionable end of the western spiral arm of the Galaxy lies a small unregarded yellow sun. Orbiting this at a distance of roughly ninety-two million miles is an utterly insignificant little blue green planet whose ape-descended life forms are so amazingly primitive that they still think digital watches are a pretty neat idea. This planet has - or rather had - a problem, which was this: most of the people on it were unhappy for pretty much of the time. Many solutions were suggested for this problem, but most of these were largely concerned with the movements of small green pieces of paper, which is odd because on the whole it wasn't the small green pieces of paper that were unhappy.

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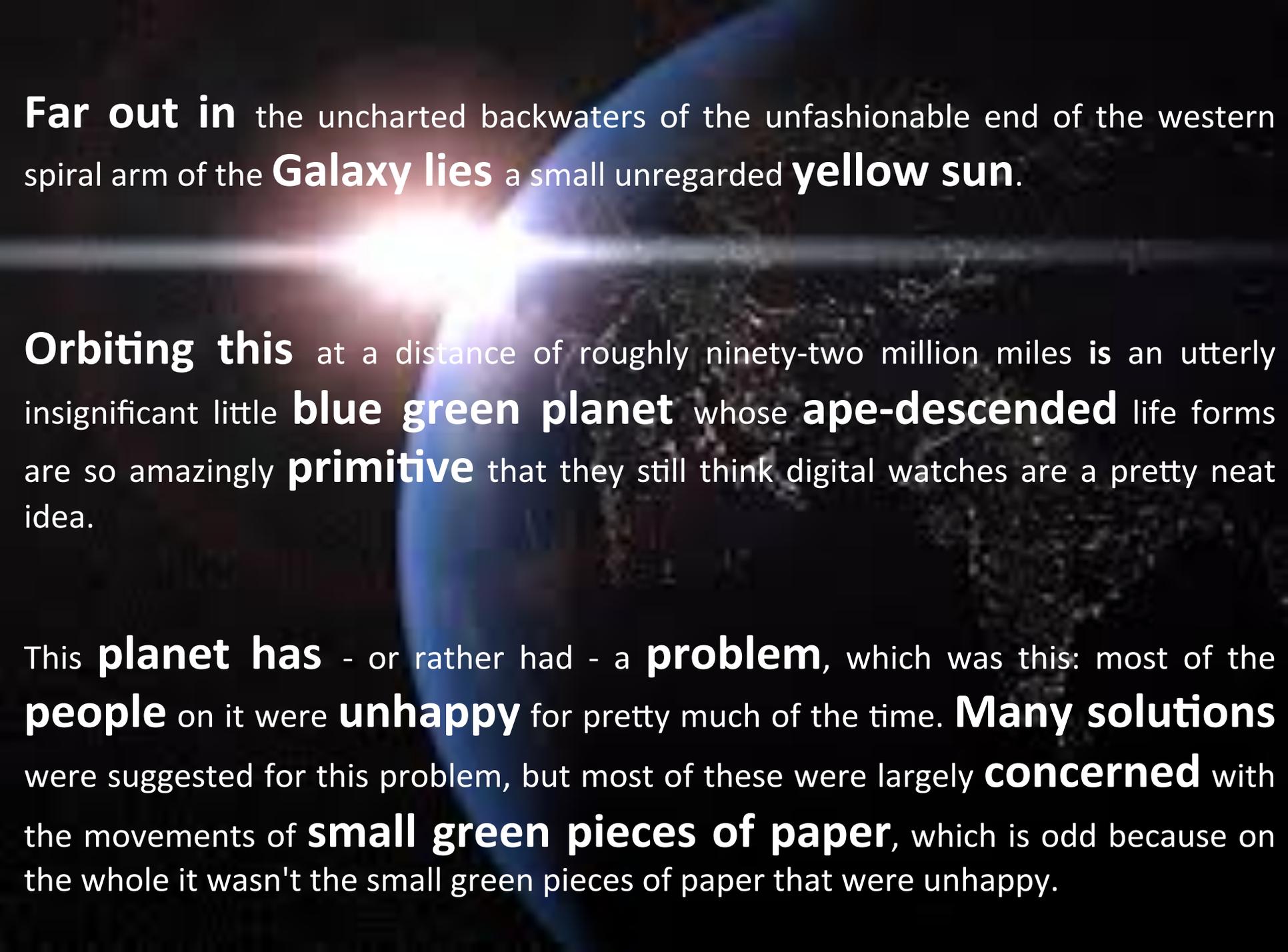
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# Personal Information

- Name: Jan Schneider
- PhD Student at OU NL
- Topic: Sensor-based learning support

# Presentation Trainer

## Expert Study

- Interviewed 10 Experts
  - Teachers
  - Actors
  - TV-presenters
  - Professional speakers

## **Relevance of Nonverbal communication**

- 9 of them agree that it was very relevant

## **Problem with Nonverbal communication**

- Verbal & Nonverbal are coupled
- No “Right” way to do a Presentation



## Posture



- Hands in pockets
- Hands behind the back
- Hands touching hair
- Hands touching face
- Fiddling with hands
- Hands grabbing something
- Interlacing fingers
- Closed posture
- Crossed arms
- Hands covering groin area
- Neck forward
- Hunch
- One leg in front of the other Crossing legs
- Standing on one leg
- Hiding yourself
- Giving back to the audience
- Dancing

- Posture where you feel at ease with yourself
- Feet between shoulder and waist width firmly on the ground
- Point toes to audience
- Shoulders back and relaxed
- Neck back
- Chin up
- Facing the audience
- Hands loose next to your body
- Arms relax one hand grabbing the thumb of the opposite
- hand Hands together above the belt, without interlacing
- Open posture



## Use of Space



- Move constantly from one side to the other
- Not using the space
- Standing still at the back
- Stand behind the computer screen, desk or lectern

- Stand in a place where you can be seen
- Move with purpose
- Change rhythm on how you move through the stage



- Talking to yourself
- Speaking too fast
- Not loud enough
- Dropping volume end of the sentence
- Monotone voice
- High pitch mumble

## Voice



- Speak to the audience
- Make clear the end of each sentence
- Stress important words
- A bit louder than usual
- A bit slower than usual
- Breath from belly
- Voice according to phases of the presentation
- Match the emotion or message you want to convey
- Changes on voice volume
- Lower pitch Men
- Higher pitch Women
- Signaling new topic with higher pitch on first word



## Eye Contact



- No eye contact
- Fixed eye contact
- Give back to the audience
- Reading Facing screen

- Screen the audience constantly
- Face the audience



## Gestures



- No gestures
- Fast gestures
- Holding hands without meaning
- Crossing hands without meaning
- Waving both arms above the shoulders
- Waving arms below the hips
- Holding things
- Touching face, hair, etc. without meaning

- Gestures bigger than usual
- Slower Gestures
- Vocalize Gestures
- Delivered Gestures
- Gestures to Enumerate
- Gestures to show time
- Gestures to emphasize
- Gestures to explain
- Paint the picture with gestures
- Make gesture and return to your posture



- Not Pausing
- No difference between small and big pause

## Pauses



- Longer pauses than usual
- Bigger pause after telling something important
- Big pause after asking a question
- Larger pause before starting next topic
- Every 3 to 5 sentences a big pause
- Small pause after every sentence
- Big pause letting people read the slide, before you talk about it



- Blank face

## Facial Expressions



- Smile
- Congruent with the content
- Show the emotion you want to transmit

# Stages of Presentation

- Before Speaking
  - Arriving Stage
  - Settle in Time
- Introduction
  - Start
  - Capture Attention
- Middle
- Conclusion
- Q&A



## Arriving to the Stage



- Ignore that the Presentation already started
- Hurry to the stage
- Shuffling
- Negative self talk

- Open arms
- Eye Contact
- Walk slow with confidence



## Settle Time



- Hurrying up
- Hiding Behind notes or lectern
- Turn Back to audience
- Playing with notes
- No eye contact
- Making yourself small

- Take your time
- Get grounded
- Deep Breaths
- Eye Contact
- Open body posture
- Claim territory
- Be closer to the audience
- Slow movements



- No specific mistakes

## Start



- Open Body Posture(open arms)
- Enthusiasm(smile)
- Come close to the audience
- Speak Loud Low pace



## Capture Attention



- No specific mistakes

- Prepared Start
- Theatrical
- Lots of Pauses
- A lot of Eye contact
- Show Emotions
- Face the audience
- Big Gestures Enthusiasm(smile)
- Come close to the audience
- Voice projected to audience
- Lots of voice variation(volume, pitch)



## Middle



- Autopilot
- Talking out loud instead of speaking to the audience
- No stress on important words
- No gestures
- Flat face
- Flat voice
- Not using the stage

- Pause and take your time
- Change Dynamics
- Use position in the stage with purpose
- Address the audience with gestures
- Use gestures to stress and emphasize
- Paint story with gestures
- Smile or show emotions
- Eye contact
- Look away when trying to remember something or after a rhetorical question, and then look back again



## Conclusion



- Not signify that is coming
- Not having a full stop
- Ending with: "And that's it"
- Hurrying up
- Too sudden
- Make yourself small
- Losing energy

- Big Pause before giving it
- More intense emotions
- Slow and clear
- Make yourself big
- Eye contact
- Come closer to the audience
- Smile



## Questions and Answers



- Hiding yourself
  - Pointing at the person asking
  - Focus on the person asking the question
  - Bad timing and not giving time for questions
- 
- Identify who asked the question with an open palm facing up
  - Acknowledge question to person who asked give answer to everybody
  - Come a bit forward

# Conclusion

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