



Beijing Foreign Studies University|
教育部 - 出国人员培训部

i Based on 《公共演讲的艺术》（第7版），乔治·L·格赖斯、约翰·F·斯金纳 著，中国人民大学出版社，2012年。

Public Speaking

Unit 5, Lesson 1 Elements of Vocal & Physical Delivery

Instructor
Dr. Carlos Cardenas

Spring Term,
2026



Lesson 1

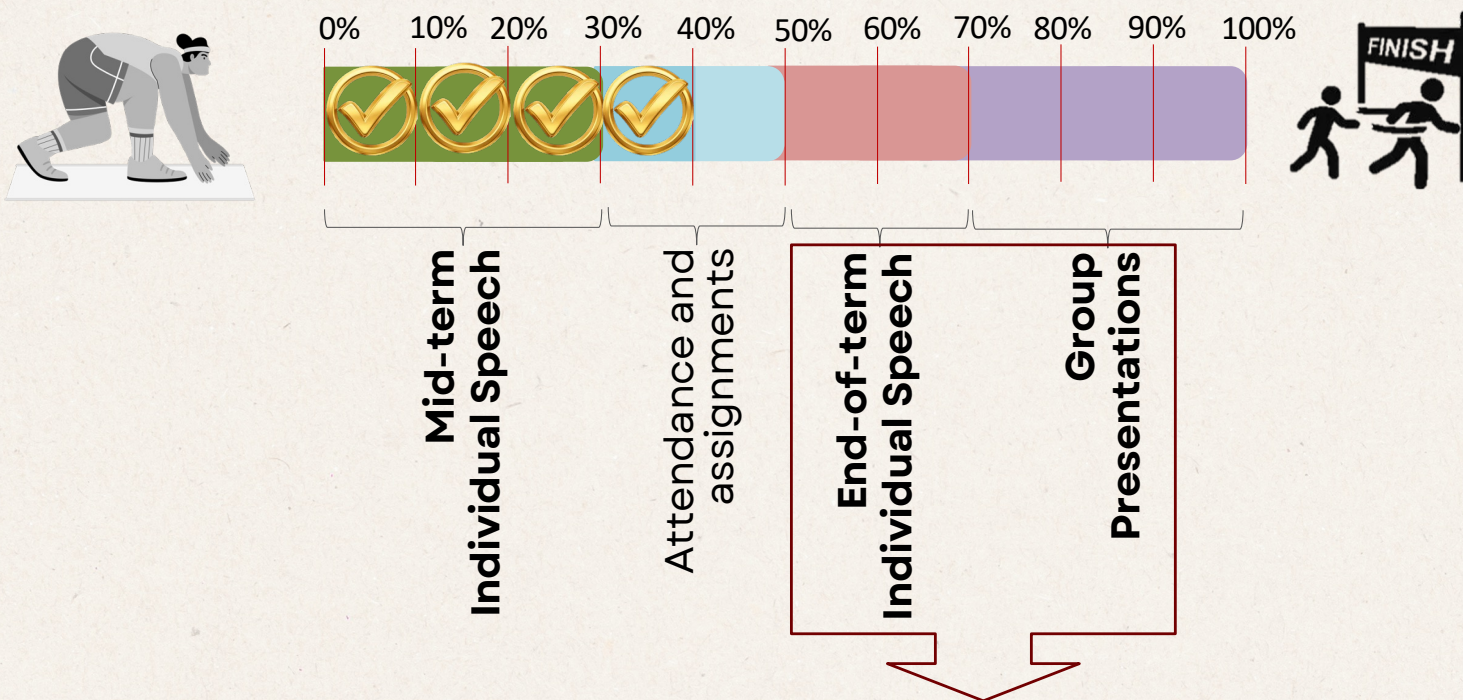
01	<u>OVERVIEW</u> of learning plan for Weeks 6 to 11
02	Final Individual Speech requirements
03	Group Presentation requirements
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05	Instructional Video: 4 tips on body language from a champion
06	Theory 2: Vocal Delivery Elements
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Our Next Goals



2nd Individual Speech & Group Presentations



*Let's look at the **guidelines** for these two presentations!*



Unit 5



Guidelines for 2nd Individual Speech

Same Requirements as 1st Speech

- You can use the same topic from the 1st speech
- You can reuse and improve your outline

你可以使用第一次演讲中的同一主题，也可以重复使用

Suggestion



sci-hub

enter your reference

open

New Requirements

- You CAN'T READ while presenting. If you read from a script you will be disqualified.
- You need to create between 3 to 5 PPT slides.
- You need to quote **AT LEAST ONE** reference source. **Example** an academic article.
- Appropriate body language and gestures must be used while delivering the speech. Lacking this will be penalized in your score.



资料(文章)。使用恰当，缺乏被扣分。



Guidelines for Group Presentations



Step 1: Choose one of the five questions for discussion.

1. Will AI replace artists, or will it help them create more?

人工智能会取代艺术家，还是会帮助他们创作更多作品？

2. Are strict diets and exercise plans necessary for good health, or is a balanced, flexible approach enough?

严格的饮食和锻炼计划对健康是必要的，还是均衡灵活的方式就足够了？

3. Is quitting smoking an individual choice, or a responsibility of the government?

戒烟是个人的选择，还是政府的责任？

4. Does media harm our mental health, or do we simply use it too much?

媒体会损害我们的心理健康，还是仅仅因为我们使用过度？

5. Should college students try to start their own business, or focus on finding a stable job first?

大学生应该尝试自己创业，还是先专注于找到一份稳定的工作？



Guidelines: Group Presentations

Step 2: Make groups of 3 students who are interested in the same question.

Step 3: Decide if you will prepare an **informative** or a **persuasive** presentation.

信息型演讲	说服型演讲
目标: 就你所选主题的相关信息, 呈现一份完整且中立的报告。	目标: 说服你的同学接受你提出的某个观点, 或按照你建议的方式改变他们的行为。
要求: • 阅读并在演讲中引用至少一篇与主题相关的学术文章。 • 平等地考虑问题的两面: 优点与缺点。 • 必须使用老师提供的分析工具对所选文章进行分析。	要求: • 阅读并在演讲中引用至少一篇与主题相关的学术文章。 • 为你所捍卫的观点提供充分的论据, 并对相反的观点提出反驳。 • 必须使用老师提供的分析工具对所选文章进行分析。



Guidelines: Group Presentations



Step 4: Go to the class website where you will find reference articles for each of the five discussion topics.

**Public Speaking Course**
Group Presentation Resources

Select a group presentation topic and click on it to explore the suggested preparation materials
选择一个小组展示主题，点击进入查看建议的准备材料



Will AI replace artists, or will it help them create more?
人工智能会取代艺术家，还是会帮助他们创作更多作品？

[Click to view materials](#)



Are strict diets and exercise plans necessary for good health, or is a balanced, flexible approach enough?
严格的饮食和锻炼计划对健康是必要的，还是均衡灵活的方式就足够了？

[Click to view materials](#)



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[Click to view materials](#)



Step 5: Start reading the articles and complete the comprehension activities.

Unit 5

Theory 1: Nonverbal communication



Deliberate
有意识的

VS

Unintentional
无意识的

Eye contact



Smiling



Hand gestures



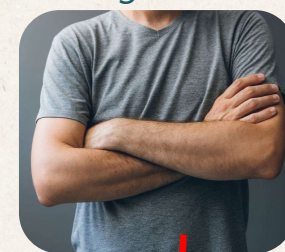
Support the
delivery of
your
message



Fidgeting



*Folding arms or
hiding hands*



Distract your listeners!



Theory 1: Nonverbal communication



No Universal Meaning

Example:



In France, holding up 2 fingers (V-sign) means 3 (counting starts at thumb).



Theory 1: Nonverbal communication

Four tips on body language from a world champion speaker.



4. What should a speaker do to avoid leaning on or shaking the podium?

- A. Hold onto the sides of the podium tightly
- B. Stand directly behind it with both hands resting on top
- C. Keep a comfortable distance from the podium and use hands to gesture
- D. Remove the podium from the stage entirely



Theory 2: Vocal Delivery Elements



Element	Key Points
Rate	125–190 words/min. Slow for <u>complex info</u> ; faster for <u>persuasion</u> .
Pause	Pause for reflection, suspense, transitions. Avoid “um”/“uh.”
Volume	Slightly louder than conversation. Breathe from diaphragm (hand on abdomen).





Theory 2: Vocal Delivery Elements



Pitch & Inflection

- Use natural pitch.
- Avoid monotone.
- Change meaning by **stressing** different words.



I never said she stole my money. (Someone else said it.)
I **never** said she stole my money. (I didn't say it at all.)
I never **said** she stole my money. (I implied it, but didn't say it.)
I never said **she** stole my money. (Someone else stole it.)
I never said she **stole** my money. (She borrowed it or moved it.)



Theory 2: Vocal Delivery Elements



Practice the pronunciation of difficult words and sentences:

1. Use a dictionary

The screenshot shows the Merriam-Webster website with the search term 'address' entered in the search bar. The page displays the word 'address' as a verb, with a red arrow pointing to the phonetic transcription 'ə-ˈdres'. The page also shows the word's definition, its part of speech (verb), and a list of synonyms.

Merriam-Webster Dictionary Thesaurus address

IBM. Open, hybrid, governed AI. Watson arrived. Let's talk →

Dictionary

Definition

verb

noun

address 1 of 2 verb

ad·dress ə-ˈdres

addressed; addressing; addresses

Synonyms of address >



Theory 2: Vocal Delivery Elements



Practice the pronunciation of difficult words and sentences:

2. Use a text to speech web service:

<https://ttsmaker.cn/>



<https://text-to-speech.cn/>





Theory 2: Vocal Delivery Elements



Use a text to speech web service:

Copy your script

Select the language

Adjust the speed

Play the audio



TTS - 文本转语音 A Speech service feature that converts text to lifelike speech

大家使用前可以先阅读一下文本框内的内容,都是历史更新的功能。
网站今日已生成字数: 2265109。当前用户已生成字数: 0。

One of the most important things that you need to realize is when you get nervous, you try to cover your vital organs. That's why you would see a lot of speakers sometimes fold their hands, bring their hands in front of them, and that's a sign of nervousness. Great speakers keep their body open so there is no barrier between you and me. Raise your hand if you have a mother. Let me see. Put them all together, you get "mama." And something that when you're starting out, you've got to be very conscious about is keep your body open. Here's tip number two: have your palms open. Do this exercise with me. Take a look at your palms. Turn them around. Take a look at the inside of your palms again. What side relaxes your eye? If you really concentrate, when you look at the inside of your palm, your eye relaxes. A lot of great speakers open their palms towards the audience, showing a more openness, and that allows the audience to connect with the speaker better, as opposed to showing the back of your hand. "Ladies and gentlemen, today I'm a dreamer, I'm a speaker, and I learned the unfailing quality of unconditional love from my wife." Number three: get comfortable with the stage. When you're comfortable on the stage, you're comfortable with the audience. You know, use body language. But if you're not comfortable with that stage and your body language starts to constrict and you start to cover your body up. When a son sees a mother cry tears of shame, that's a life-changing moment. She looks at her son and she says, "Whatever you do, don't touch the podium." As soon as you do that, you're going to feel the podium, and you will be doing all sorts of things on the podium. So what you do is you keep a comfortable distance between you and the podium. You can keep your notes on it, but you can use your hands to gesture. Don't rest your hands on the podium. So keep your hands open, and you can gesture and use body language as you want from a little distance from the podium.

语言 **English (United Kingdom)**

语音 Sonia **试听**

质量 16khz-32kbitrate(mp3)

模仿 请选择模仿

感情 请选择感情

静音 默认 (批量在每个句子的结束符号后停顿)

强度 默认 (感情强度)

音量 默认

预测 关闭

语速 -18

音调 0

0:05 / 0:22

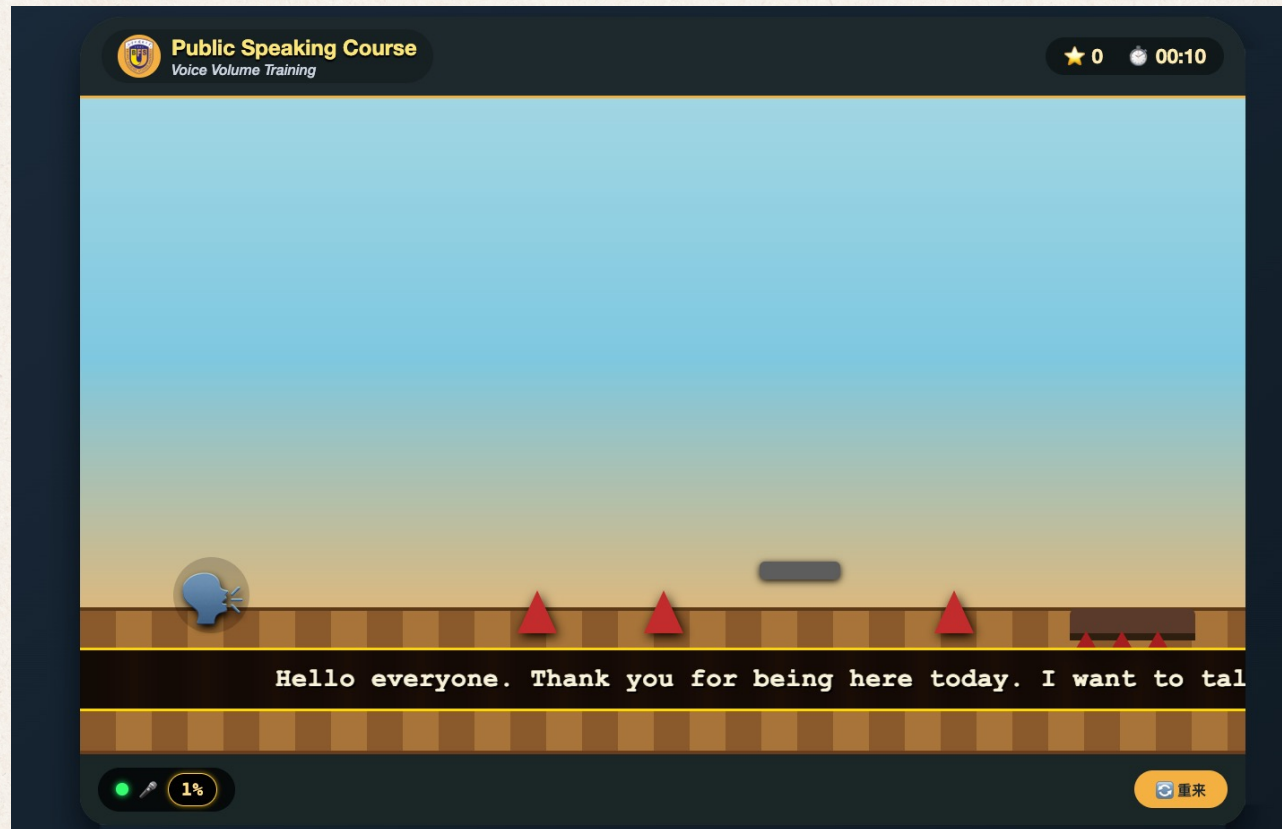
分隔符 多语言切换 整理 替换 清除 关闭提示音

2121/10000

试听 **生成** **字幕** **SSML生成** **多音字** **停顿** **连读** **模型** **查看** **下载**

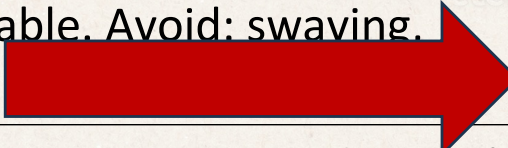


Game 1: Voice Volume Training



Avoid clothes and accessories that cover your head, mouth, eyes, or hands.

Theory 3: Physical Delivery Elements

Element	Do's & Don'ts
Appearance	Avoid extremes. Dress to reinforce message, not distract .
Posture	Balanced, comfortable. Avoid: swaying, leaning on lectern , 
Facial Expression	Match emotion to message. Example: Don't smile while describing earthquake victims.





Theory 3: Physical Delivery Elements



Element	Do's & Don'ts
Eye Contact	Scan entire audience (front to back, left to right).
Movement	Use purposefully: mark transitions, energize delivery. Avoid random pacing. Move at sentence boundaries.
Gestures	Use palms-up for openness; palms-down for authority. Avoid: death grip on lectern (no gestures) or excessive "talking with hands."



Game 2: Charades



Let's learn how to play:

