

# COMPETENT COMMUNICATION MANUAL

## Project #5: **YOUR BODY SPEAKS**

### **Executive Summary:**

Body language is an important part of speaking because it enhances your message and gives you more credibility. It also helps release any nervousness you may feel. Stance, movement, gestures, facial expressions and eye contact help communicate your message and achieve your speech's purpose. Body language should be smooth, natural and convey the same message that your listeners hear. Read **Gestures: Your Body Speaks** (Catalog No. 201), which you received in Your New Member Kit.

### **Objectives:**

- Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
- Make your body language smooth and natural.
- Time: Five to seven minutes.

### **Note To The Evaluator:**

The speaker is to use stance, body movement, gestures, facial expressions and eye contact that illustrate and enhance his or her verbal message. Movement, gestures, facial expressions and eye contact should be smooth and natural. Body language should enhance and clarify the speaker's words and help the audience visualize the speaker's point and overall message. The message you see should be the same one you hear. The speech must have a clear purpose and appropriate organization. Also, the speaker must use words and arrangements of words that effectively communicate his or her message to the audience. In addition to your verbal evaluation, please complete this evaluation form by checking the appropriate space for each item. Add your comments for those items deserving praise or specific suggestions for improvement.

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## PROJECT 5 Evaluation Guide for "YOUR BODY SPEAKS"

Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

			Comments/ Suggustions
Topic Selection:	_____	Facilitated body language	
	_____	Satisfactory	
	_____	Could improve	
Preparation:	_____	Excellent	
	_____	Satisfactory	
	_____	Could improve	
Manner:	_____	Confident, enthusiastic	
	_____	Satisfactory	
	_____	Nervous, tense	
Posture:	_____	Poised, balanced	
	_____	Satisfactory	
	_____	Could improve	
Gestures:	_____	Natural, evocative	
	_____	Satisfactory	
	_____	Could improve	
Body movement:	_____	Purposeful, smooth	
	_____	Satisfactory	
	_____	Awkward, distracting	
Eye contact:	_____	Established visual bonds	
	_____	Satisfactory	
	_____	Could improve	
Facial expression:	_____	Animated, friendly, genuine	
	_____	Satisfactory	
	_____	Could improve	
Speech Purpose:	_____	Clear	
	_____	Satisfactory	
	_____	Could improve	

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Speech organization: \_\_\_\_\_ Logical, clear  
— Satisfactory  
\_\_\_\_\_ Could improve

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?