Platform Skills Summary Sheet

Voice

Volume & Projection - Be heard without shouting – be a little louder than room. Vary to keep interest. Be heard at the back.

Pace - Fast enough to keep interest, slow enough that people can follow along.

Tone - Warm and engaged. Match tone to content. A voice that carries fear can create tension, while a voice that carries laughter can get the audience to smile.

Body

Posture - Standing erect (if it is possible for you). No slouching. Show openness.

Body Movement - Moving around the room. But not too much! Have a reason to move.

Hand Gestures - Expresses liveliness. Do not gesture to your own body!

Facial Expressions - Match expression to content. Smile to communicate friendliness, comfort, and warmth. Adolescents interpret neutral as negative.

Eye Contact - Be aware of cultural norms. Can help communication, show interest.

Active Listening While Presenting

- Stay focused; don't let your mind wander
- Monitor your reactions and expressions
- Let people speak for themselves; do not finish other's sentences
- If you have a co-facilitator, support their turn to lead; don't step on their toes

Distracting Behaviors

Be aware of and consider reducing distractive behaviors. Everyone has some distracting behaviors and that's just fine. The trick is to be aware of them and be able to minimize any negative impacts.

- Finger tapping or fidgeting
- Repetitive verbal sounds or words
- Adjusting hair/clothing/jewelry
- Looking down at floor or papers

©SPARKED.NET, 2025 DUPLICATION OF CONTENTS PROHIBITED WITHOUT PERMISSION