

# Speaking with Grace

## TOOL KIT

## PVLEGS



Use these 6 traits of effective speaking to lead through your communication.  
Let your message shine!

### Poise

Appear calm and confident. Avoid distracting behaviors.

### Voice

Speak every word clearly, using vocal variety. Use just the right volume for the space, varying volume for effect. Avoid filler words, vocal fry, and up-speak.

### Life

Express passion and emotion in your voice.

### Eye Contact

Connect visually with the audience. Look at each audience member and send your energy out.

### Gestures

Hand motions, move your body, have an expressive face. (avoid repetitive gestures, pacing, swaying etc.)

### Speed

Talk with appropriate speed, not too slow or too fast. Use pauses for effect and emphasis.