

12 Practical Hints For Speakers

1. Cultivate as the most desirable thoughts those which are definite, clear, deep, logical, profound, strong, precise, impressive, original, significant, explicit, luminous, positive, suggestive, comprehensive, and practical.
2. Resolutely avoid all thoughts which are uncertain, recondite, obscure, immature, unimportant, shallow, weak, visionary, absurd, vague, extravagant, indefinite, or impractical.
3. In your choice and use of words give preference to those which are definite, simple, real, significant, forcible, expressive, adequate, musical, varied, and copious.
4. Avoid those which are foreign, slangy, obsolete, unusual, extravagant, technical, long, colloquial, or commonplace.
5. The most desirable qualities in the use of English are the simple, plain, exact, lucid, concise, trenchant, vigorous, impressive, lively, figurative, polished, graceful, fluent, rhythmical, copious, elevated, flexible, smooth, dignified, terse, epigrammatic, felicitous, euphonious, elegant, and lofty. Undesirable qualities are the diffuse, verbose, redundant, inflated, prolix, ambiguous, feeble, monotonous, loose, slipshod, dry, flowery, pedantic, pompous, rhetorical, grandiloquent, artificial, formal, ornate, halting, ponderous, ungrammatical, vague, and obscure.
6. The qualities you should develop in your speaking voice are the pure, deep, round, flexible, resonant, musical, clear, sympathetic, smooth,

sonorous, powerful, silvery, melodious, full, strong, natural, mellow, magnetic, expressive, carrying, and responsive.

7. Endeavor to keep your voice free from such undesirable qualities as the harsh, breathy, sharp, rough, rigid, throaty, guttural, thin, shrill, nasal, unmusical, discordant, muffled, explosive, strained, inaudible, hollow, strident, sepulchral, and tremulous.
8. Your articulation should be clear, distinct, and correct. Avoid carelessness, lifelessness, mumbling, weakness, and exaggeration.
9. Your pronunciation should be clear-cut and accurate. Avoid mouth-ing, lipping, hesitation, stammering, pedantry, omission of syllables, and suppression of final consonants.
10. Your delivery in public speaking should be simple, sincere, natural, varied, magnetic, earnest, forceful, attractive, energetic, animated, sympathetic, authoritative, dignified, direct, impressive, vivid, convincing, persuasive, zealous, enthusiastic, and inspiring. Avoid that which is timid, familiar, violent, cold, indifferent, unreal, artificial, dull, sing-song, hesitating, feeble, unconvincing, apathetic, monotonous, pompous, formal, arbitrary, flippant, ostentatious, drawling, or languid.
11. Your gesture should be graceful, appropriate, free, forceful, and natural. Avoid all gesture which is unmeaning, angular, abrupt, constrained, stilted, or amateurish.
12. Your facial expression should be varied, appropriate, pleasing, and impassioned. Avoid the unpleasant, immobile, and unvaried. Let your standing position be manly, erect, easy, forceful, and impressive. Avoid that which is weak, shifting, stiff, inactive, and ungainly.