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Talkative Type""; ""The Rambling Type""; ""The Controversial Type""; ""SECTION 3: SELF-TEST""; ""SECTION 4 Prepare Yourself for Training""; ""EXAMINE YOUR ATTITUDES""; ""USE A LESSON PLAN""; ""PRACTICE MAKES PROFESSIONAL""; ""IMPROVE YOUR VOICE""; ""Pitch""; ""Volume""; ""Speech Rate""; ""Vocal Inflection""; ""Articulation""; ""Projection""; ""USE EYE CONTACT""; ""BECOME BODY AWARE""; ""Mannerisms to Avoid""
""PROJECT CREDIBILITY""""(Developing Rapport)""; ""THINK BEFORE YOU SPEAK VOCABULARY""; ""ASK QUESTIONS""; ""RESPOND TO QUESTIONS""; ""Listen""; ""Repeat""; ""Respond""; ""What to Do When You Can't Answer""; ""PREPARE THIS TEN-STEP CHECKLIST""; ""STEP 1: Know Your Audience""; ""STEP 2: Know the Reason for Training""; ""STEP 3: Know the Occasion""; ""STEP 4: Know Your Speaking Environment""; ""STEP 5: Customize Your Topic to Fit the Audience""; ""STEP 6: Begin Developing Your Presentation""; ""STEP 7: Prepare Your Introduction to the Presentation""; ""STEP 8: Critique Your Discussion""
""STEP 9: In Conclusion""""STEP 10: Follow Up""; ""PRESENT FROM YOUR NOTES""; ""PRACTICE, PRACTICE, PRACTICE""; ""CONTROL YOUR NERVOUSNESS""; ""CONSIDER YOUR PERSONAL CHARACTERISTICS""; ""APPLY CHARACTERISTICS OF EFFECTIVE TRAINERS""; ""Consideration""; ""Cooperation""; ""Interest""; ""Friendliness""; ""Involvement""; ""Professionalism""; ""Respect""; ""SECTION 4: WORD SEARCH""; ""SECTION 5 Organize Your Presentation""; ""PLAN YOUR INTRODUCTION""; ""PLAN THE BODY OF YOUR PRESENTATION""; ""CHOOSE AN ORDERING SYSTEM""; ""Chronological""; ""Categorical""; ""Order of Importance""; ""Topical""
""Spatial""