Quick Tips

12 Tips To Make You Sound More Professional

Full article:
http://www.marketingforowners.com/speak-like-pro-11-tips-make-sound-professional/

1. Slow Down
   - Take your time
   - Let each word sink in and resonate with the listener

2. . Smile
   - Smiling when you’re speaking puts an instant facelift to your voice and tone

3. Avoid Using ‘Like’, ‘Um’, ‘Ah’…
   - Make a concerted effort to not say these words even if it means a few awkward pauses here and there
   - Try not to clear your throat unless you absolutely must

4. Don’t Fear the Pause
   - Instead of an ‘um’ or an ‘ah’, let a few seconds go by
   - A pause can prod your listener sit up and take notice

5. Segue with Class
   - Try to transition seamlessly from one topic to the next
   - Yes!
     - “Let’s move on…”
     - “Another aspect we can explore…”
   - No!
     - “Anyhoo”
     - “So anyways”
6. Size Matters
   ◦ Don’t use big words if you don’t have to
     ▪ Using fancier words won’t make you sound smarter, they’ll just make you sound pretentious

7. Familiarize Yourself With Industry Terms
   ◦ Especially if you work in a particularly legal or technical industry
   ◦ Study common terms and understand them well enough to use them in daily speech

8. Be Sure
   ◦ Be absolutely certain that you know what a word means before you use it

9. Sound Active
   ◦ Don’t drone on - avoid using a monotone tone
   ◦ Mix it up to keep their attention
   ◦ Put some punch into your sentences – put a little oomph in your inflection
   ◦ You’ll create a better picture in listeners’ minds and hold their attention better

10. Don’t Use Slang
    ◦ People may not understand that you are using a slang term in an ironic way
    ◦ They may judge you instead to be uneducated and inarticulate

11. Keep It Clean
    ◦ Don’t swear or use curse words when you are trying to sound professional
    ◦ Keep it uber-clean and play it safe

12. Take Deep Breaths
    ◦ Take a few deep breaths before you begin
      ▪ One of the best and simplest ways to get your wits about you
        • Naturally calms your nerves and clears your head
        • Helps your projection