**[Quick Tips for Sounding Intelligent, Powerful, Polished, Articulate and Confident](http://itsthewayyousayit.com/quick-tips-for-sounding-intelligent-powerful-polished-articulate-and-confident/%22%20%5Co%20%22Quick%20tips%20for%20sounding%20Intelligent%2C%20Powerful%2C%20Polished%2C%20Articulate%20and%20Confident)**

from Carol Fleming, the author of *It’s the Way You Say It*.

*Can you match the beginning phrase of each tip with its correct completion?*

* **To sound more intelligent**
* **To sound more powerful**
* **To sound more polished**
* **To sound more articulate**
* **To sound more confident**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, avoid answering a question with a blunt “yes” or “no”. Append a short phrase of clarification.  For example, “No, I did not see it.”  “Yes, I know Mary.” Doesn’t that sound more courteous?
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, carry your body in an upright posture. Hold your head as if you had a crown on it. Don’t let your arms and legs have side to side motion when you move. Keep your elbows and knees close to the midline of your body. Think “CEO” or “King” and you’ll probably get it right.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, make a special effort to pronounce the final sound in a word and use its energy to carry over to the following word. Readers of my book will recognize the principal of ‘linking’.  Pay special attention to final “t”. (I can’t\_ever count\_on him.)
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, speak just a bit slower than you normally do to give yourself time to select your most appropriate vocabulary and to give the impression of thoughtfulness.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, use short, simple declarative sentences. You say what you mean and you mean what you say. Cut out any useless connectors, adjectives and adverbs, especially superlatives (Fantastic! Outstanding!, etc.).

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