

# Pausing Properly

## Filler Phrases

- ☐ "ahhh"
- ☐ "umm"
- ☐ "you know"

## Pause Phrases

- ☐ "One moment, please."
- ☐ "Regarding this point,"
- ☐ "Think about that!"

**When people don't know what to say next, it's a habit to use filler phrases.  
To have more effective speaking at important meetings, use pause phrases instead.**

Here are some examples of additional pause phrases:

"Let's take a brief pause."

"Allow me a moment to gather my thoughts."

"I need a moment to think about that."

"Hold on for a moment."

"Let's reflect on that for a second."

"Just a moment, please."

"Let's consider this for a moment."

"Bear with me for a moment."

"Let's take a quick pause."

"Give me a brief moment."

"Let's take a quick breather."

"Allow me a brief pause."

"Let's pause here for a moment."

"Give me a moment to reflect."

"Let's take a short pause."

"Consider that."

"Reflect on that."

"Ponder this for a moment."

"Let that sink in."

"Take a moment to think about it."

"Contemplate this."

"Mull that over."

"Digest that thought."

"Give that some thought."

"Reflect on this point."

"Take a moment to consider."

"Think this over."

"Let's reflect on that."

"Take a second to ponder."

"Let that resonate with you."

## **PRACTICE**

This section should be printed out on a hard copy.

Read the presentation aloud, as is, with its fuller phrases.

Identify the filler phrases below and replace them with the pause phrases of your choice, writing them in.

Read the new presentation aloud with the pause phrase replacements.

## **PRESENTATION:**

Ladies and gentlemen, thank you for being here today. I'm excited to talk to you about the power of effective communication. Ahhh, effective communication is, umm, crucial in both personal and professional settings. You know, it helps us build relationships, convey our ideas, and achieve our goals.

One of the key aspects of effective communication is, ahhh, active listening. When we truly listen, we, umm, show respect and understanding to the other person. You know, it's not just about hearing the words, but also understanding the emotions and intentions behind them.

Next, I want to discuss the importance of, umm, clarity in our messages. Ahhh, when we speak or write, it's important to, you know, be clear and concise. This helps avoid misunderstandings and ensures that our audience gets the message we intend to convey.

Body language is another critical component. Ahhh, nonverbal cues, such as eye contact, gestures, and posture, you know, play a significant role in how our message is received. Umm, they can reinforce or contradict what we are saying, so it's important to, ahhh, be mindful of them.

Now, let's talk about the power of storytelling. Ahhh, stories have the ability to, umm, engage and inspire our audience. You know, they make our message more relatable and memorable. Ahhh, incorporating stories into our communication can, umm, make a significant impact.

Finally, let's touch on the importance of feedback. Umm, receiving and providing feedback, you know, helps us

improve our communication skills. Ahhh, it's a way to learn and grow, ensuring that we, umm, continue to develop our abilities.

In conclusion, effective communication is a skill that, ahhh, we can all improve with practice. Umm, by focusing on active listening, clarity, body language, storytelling, and feedback, you know, we can become more effective communicators and, ahhh, achieve greater success in all areas of our lives.

Thank you for your attention, and I look forward to any questions you may have.