



## Hints for Eliminating Visual or Verbal Clutter

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These tips will help you become more aware of your speaking manner:

1. Before you begin to speak, think about the words you want to use.
2. Think about what you want to say before you open your mouth.
3. When you find yourself saying uhs and ums (verbal clutter), stop yourself and repeat the sentence, this time replacing the ahs and uhms with silence.
4. Use the pause as an effective technique. Work hard at replacing this verbal clutter with a simple pause, and during these short pauses allow your mind to catch up and think about what you want to say next.

Practice some of these quick tricks in everyday speaking situations such as making a phone call or running into someone at a bank or store, but this time focus on replacing your verbal clutter with silence.

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