

Be Prepared to Speak

Be Yourself
Show Enthusiasm
Prepare Well

SPEECH WRITING

Get information about the audience and location
Decide on a goal
Tailor the speech to the audience
Brainstorm and write down ideas
Do research

Introduction

Attention Getter
Arresting Facts, Relevant Humor, Rhetorical Question, Provocative Statement
Identify the topic with a topic sentence (be specific)
State Your Point of View

Discussion

Organize and Simplify Your Main Points
Personalize (so they may feel it applies to them, as it has to you)
Dramatize (so they may “see” [experience] what you describe)
Use Quotes & Statistics

Conclusion

Cue Your Ending (“In conclusion”, “To summarize”, etc)
Summarize the Main Points
Leave a Lasting Impression—dramatic & memorable

SPEECH DELIVERY

Practice, imagining successfully giving the speech, in detail
Record Yourself using tape or video
In the Delivery, Remember
Eye Contact
Pauses (for transitions & dramatic impact)
Move purposefully, with your body facing different areas of the audience
Gesture (practice 2 gestures per sentence, till it becomes natural)
Vary voice pitch, rate and volume
Concentrate on the Main **Ideas**--if you know the material, the words will “come”
(i.e. don’t read your speech, except possibly quotes)

OVERCOMING STAGEFRIGHT

Some nervousness is good, it means you are “ready”
Become familiar with the room where you will be giving the speech
Visualize giving a successful speech (in detail)
Prepare well
“This information is useful and I’m excited to share it!”