

TIPS ON PREPARING & MAKING SPEECHES

Types of Speeches

- 1) Impromptu
- 2) Extemporaneous
- 3) Manuscript
- 4) Memorized

Purpose of a Speech

- 1) To inform
- 2) To persuade
- 3) To entertain

Basic Format of a Speech

- 1) **Introduction**
 - a. Attention getter
 - b. Preview
- 2) **Discussion**
 - a. Main points
 - b. Arrange logically
 - c. Support with data
- 3) **Conclusion**
 - a. Review
 - b. Memorable statement

Patterns, Sequences & Designs for Speech Discussions

- 1) Time
- 2) Space
- 3) Topic
- 4) Problem-solving

Selecting Data for the Speech

- 1) **Types**
 - a) Examples
 - b) Stories
 - c) Quotations
 - d) Definitions
 - e) Comparisons
 - f) Contrasts
 - g) Statistics
 - h) Audiovisual aids
 - i) Objects, realia
 - ii) Models
 - iii) Overhead projections

- iv) Chalkboards, whiteboards
- v) Graphs, charts, diagrams, maps, posters etc
- vi) Slides, motion pictures, video recordings
- vii) Audio recordings
- viii) Computer-generated graphics
- i) Misleading Information
- i) Bias
- ii) Lies
- iii) Propaganda

Preparing Note Cards

- 1) Recognize the two purposes of a note card: to aid recall and add confidence
- 2) Limit the number of your note cards
- 3) Study an example of a good note card
- 4) Use a card rather than a slip of paper
- 5) Use a standard 3x5-inch index card
- 6) Write your material across the narrow dimensions of the card
- 7) Use an outline form
- 8) Number your cards
- 9) Write out the first sentence of the introduction and the conclusion
- 10) Be specific
- 11) Note where you plan to use visual aids

Practicing with your Note Cards

- 1) Go over your speech three to six times
- 2) Practice from your actual note card
- 3) Work to remember ideas, not words
- 4) Try going over your speech mentally before practicing aloud
- 5) Push yourself through the entire speech for each practice
- 6) Practice gestures ONLY if you're sure it will help you
- 7) Practice in front of a mirror ONLY if you're sure it will help you
- 8) Make an audiotape or videotape of perhaps two practices

- 9) Listen objectively to your recordings
- 10) Practice using your aids
- 11) Time your speech
- 12) Don't write out your speech word for word
- 13) Don't memorize your speech

Controlling Nervousness

A useful acronym:

- 1) Nearly everyone is nervous about giving a speech
- 2) Experience reduces nervousness
- 3) Realize that you appear more confident than you feel
- 4) Visualize yourself succeeding
- 5) Occupy your mind with what you want to say
- 6) Understand that nervousness can be controlled
- 7) Settle into a routine for relaxing
- 8) Nervousness needs an outlet
- 9) Enjoy speaking
- 10) Stop fighting your nervousness
- 11) Simply prepare

Analysis of the Speaking Situation

1) Audience

- a) Experience and knowledge of subject
- b) Attitude toward subject
- c) Attitude toward speaker
- d) Occupation
- e) Economic status
- f) Educational status
- g) Culture
- h) Ethnicity
- i) Gender
- j) Age
- k) Number

2) Occasion

- a) Purpose of meeting
- b) Location
- c) Facilities
- d) Time

- e) Other events
- f) After your speech

3) Speaker

- a) Knowledge of subject
- b) Time to prepare
- c) Interest in subject
- d) Reputation and credentials

Content of the Speech

- 1) Base the speech on an accurate analysis of the speaking situation as above
- 2) Be sure the specific speech purpose is worded correctly
- 3) The subject should be appropriate, relevant and of interest to the audience
- 4) The points and data should be new and significant to your audience
- 5) Include personal and human interest stories in your speeches
- 6) All material should clearly contribute to your specific purpose
- 7) Get to the point quickly-don't "over detail" or belabor data and points
- 8) Present your own, original ideas, structure or interpretation
- 9) Use visual or audio aids or realia when appropriate
- 10) Emphasize the organization of your speech enough to help your audience remember your points

Organization of the Speech

- 1) Begin with effective attention-getter
- 2) Preview the subject or viewpoint specifically and clearly
- 3) Present 2 to 5 specific points
- 4) Arrange discussion points in logical order
- 5) Support each discussion point with data
- 6) Review subject, viewpoint or discussion point
- 7) Conclude with memorable statement

- 8) Use the structure of a speech, not of an old-style class report or article report

Outlining the Speech

1) Organization

- a) Name a specific audience for whom the speech is designed
- b) State a specific purpose for the speech
- c) Maintain consistency in your outline
- d) Don't make your outline too short
- e) Don't make your outline too long
- f) Don't make your outline too general
- g) Don't make your outline too involved or over-structured

2) Content

- a) Appropriateness of the material to the situation
- b) Relevance of material to the audience
- c) Significance of the material to the audience
- d) Accuracy of the facts
- e) Justification of the conclusion and opinions
- f) Stating of sources when appropriate

3) Mechanics

- a) Identify the main parts of your speech with Roman Numerals
- b) Identify the main points with capital letters
- c) Identify sub-points with Arabic numerals
- d) Identify sub-sub-points with lowercase letters
- e) Place periods after identification
 - f) Name main parts of speech (introduction, discussion, conclusion etc)
 - g) Indent lower points under superior points
 - h) Line up start of second line of a statement directly under the start of the first line of that statement

- i) Have two or more points whenever indenting

Designing the Introduction

1) Criteria

- a) Relevant to subject, audience, occasion, speaker
- b) Involves audience
- c) Initiates Positive audience thinking
- d) Stimulates audience

2) Attention-Getter

- a) Question
- b) Unusual fact
- c) Illustration, etc
- d) Quotation
- e) Historical event
- f) Joke
- g) Gimmick
- h) Common relationships, beliefs etc audience share with speaker
- i) Occasion etc
- j) Compliment audience
- k) Importance of subject

3) Transition

- a) Connects attention-getter with preview
- b) Brief

4) Preview

- a) States subject or central idea
- b) Lists main points

5) Guides

- a) Don't apologize
- b) Don't be long-winded
- c) Don't antagonize or offend
- d) Don't use irrelevant material
- e) Don't lead the audience to take a negative attitude
- f) Do get the attention of the audience first
- g) Do be confident in your attitude
- h) Do get set before you start to speak

- i) Do be alert to tie-ins
- j) Do make the introduction consistent with the rest of the speech
- k) Do write out the opening sentence on your note card
- l) Don't over-practice the introduction
- m) Do make the introduction 15% or less of the speech
- k) Do make the conclusion 10% or less of your speech
- l) Do make your style consistent with the rest of your speech
- m) Do write out the first sentence of your conclusion on your note card

Designing the Conclusion

1) Criteria

- a) Relevancy, Involvement, Positive thinking, Stimulation

2) Review

- a) Summarize your subject or viewpoint
- b) Repeat your main points
- c) Combine a summary with a repetition

3) Memorable Statement

- a) Use one of the attention-getter techniques
- b) Return to the theme of your attention-getter
- c) Look to the future
- d) Call for action

4) Guidelines

- a) Don't merely stop at the end of your material
- b) Don't apologize
- c) Don't stretch it out
- d) Don't introduce new points
- e) Don't say "And one more thing I wanted to say"
- f) Don't pack up early
- g) Don't continue to speak as you leave the lectern
- h) Do work on your conclusion carefully
 - i) Do point out that you are about to finish, if this is helpful
- j) Do look out for opportunities to tie-in with what may follow: (i.e. an opposing view; a question-and-answer session etc)

Delivery

1) Before you speak

- a) Dress to help, not hinder, your speech
- b) Limit the number of note cards you use
- c) Step up to speak with confidence and authority
- d) Get the situation and props set
- e) Establish contact with your audience before speaking

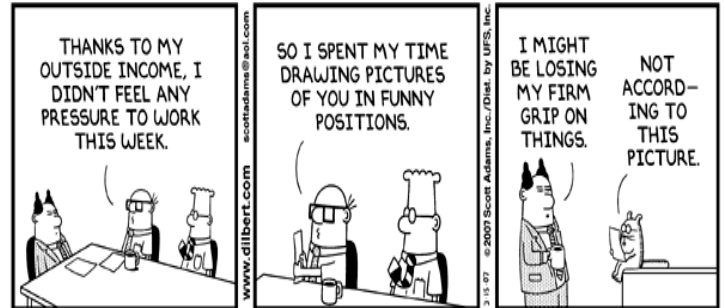
2) While you're speaking

- a) Contact with your audience
- b) Begin without referring to your notes
- c) Refer to your note card only occasionally
- d) Sound conversational; not as if reading or delivering a memorized speech
- e) Avoid "ah, so, you know, well, okay" etc
- f) Stop at the end of an idea; don't hook sentences together
- g) Maintain good posture, don't lean, cross your legs etc
- h) Don't play with notes, pencils, clothes, hair etc.
- i) Speak loudly enough to be heard easily
- j) Use aids effectively
 - i) Make sure your aids work
 - ii) Be sure you know how they work
 - iii) Get your aids in place before speaking
 - iv) Use a pointer to direct your listener's attention
 - v) Remove your aids as soon as you've finished the point
 - vi) Talk to your audience, not your aids
 - vii) Avoid hand-held visuals

- viii) Do not give material to the audience while speaking
- k) Gesture effectively
- l) Use your facial expressions to add interest
- m) Move about; get from behind the lectern
- n) Don't pace back and forth
- o) Appear to enjoy speaking
- p) Seem to care that your audience listens
- q) Speak with enthusiasm
- r) Appear confident and relaxed,
- s) Avoid boasting, name-dropping and extreme self-reference
- t) Speak with, not at, the audience
- u) Don't look at the floor, out the window, at the back wall etc.
- v) Hide, don't emphasize your goofs
- w) Time your speech accurately
- x) **Vary your speaking rate**, don't speak too fast or too slow
- y) **Vary your voice** pitch and volume
- z) **Enunciate clearly** ----->
- aa) **Pronounce** words correctly
- bb) **Intonate** your sentences appropriately



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“To sit in solemn silence
 In a dull, dark dock;
 In a pestilential prison
 With a life-long lock;
 Awaiting the sensation
 Of a short, sharp shock,
 From a cheap and chippy chopper
 On a big, black block”.

*-Gilbert & Sullivan
 -from Pirates of Penzance.*

Practice Tongue Twisters!

