

Five Steps to Super Speeches

1) Plan 2) Prepare 3) Polish 4) Practice 5) Present

1. PLAN YOUR SPEECH

- A. Who am I going to be speaking to?
- B. Where will I be speaking?
- C. When will I be giving the speech?
- D. How much time is allowed for my speech?
- E. What will the message of my speech be?
- F. Do I know enough about my topic or should I do more research?
- G. How will I present my information and develop my topic?
- H. Do I have my thesis stated in the introduction of my speech in one sentence?

2. PREPARE

- A. Review the main idea (thesis) of the speech
- B. Choose a plan of organization
- C. Develop an outline using the main points
- D. Add supporting details to the outline
- E. Write the introduction
 - 1) To get the audience's attention (hook)
 - 2) To motivate the audience
 - 3) To let the audience know what the speech is about
 - 4) To gain the audience's trust
- F. Write the conclusion
 - 1) To get the audience's attention (hook)
 - 2) To motivate the audience
- G. Rearrange the speech
 - 1) Intro 2) Body 3) Conclusion

3. POLISH

- A. Time your speech
- B. Add connecting words (transitions)
- C. Review and improve your vocabulary:
 - 1) No grammatical errors or slang
 - 2) Use words your audience will understand
 - 3) Make descriptions detailed
- D. Prepare your outline for the teacher
 - 1) Hand your outline to the teacher before you speak.
- E. Prepare notecards for practicing and presenting (4x6 CARDS)
 - 1) NEVER EVER READ TO YOUR AUDIENCE.
YOUR GOAL IS TO TALK WITH PEOPLE.

Continued →

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4. PRACTICE

- A. Everyone must practice
 - 1) Practice a half hour for every minute of your speech
- B. Decide what style you will use to present
 - 1) Friendly and sincere
 - 2) Casual and informal
 - 3) Serious and formal
- C. Set goals for each session
 - 1) Time the speech
 - 2) Polish your language
 - 3) Use notecards
 - 4) Use your visual aids when appropriate
 - 5) Use your voice and body language appropriately
- D. Practice in many ways
 - 1) Time the speech
 - 2) Polish your language
 - 3) Use notecards
- E. Be patient

5. PRESENT

- A. Attitude
- B. Dress for success
- C. Project confidence
- D. Prepare your materials ahead of time
- E. Use all of the skills of speaking
 - 1) Eye contact
 - 2) Sound confident
 - 3) Emphasize key ideas and words
 - 4) Concentrate on what you're saying
 - 5) Make sure your audience is understanding
 - 6) Smile and gesture
- F. Finish with confidence
 - 1) Pause and smile
 - 2) Ask for questions
 - 3) Give clear answers

Scoring Guide Review

Speaking: Ideas and Content

Good thoughts that fit

Content should be adapted to audience interest. Details should be clear, focused and carefully selected for strong support. Insightful connections between main topic and supporting information must be strong. The purpose must be clear and focused with supporting information. The adaptation of complex content to support the presentation (surveys, charts, facts and research information) is essential. Asking questions of your audience to draw them into the presentation is a very strong way of linking information with life.

Speaking: Organization

Keeping it straight and in order

Organization ensures audience understanding. A strong preview to introduce your presentation will enhance your speech. The use of an imaginative introduction and conclusion are essential to a well-balanced presentation. Well thought out details and clear sequencing enhances understanding. Details must fit; random ones make it difficult to wrap your conclusion back to your introduction. Presentations should be easy to follow with strong, organizational clarity.

Speaking: Language

What is appropriate to your presentation?

The use of strong, functional, creative and audience appropriate language will keep interest high. You must show total control of the subject through proper language. Use of proper grammar is important when clarifying complex messages or when dealing with scientific information. Use technical terms when appropriate. You must understand the language you are presenting. Any language outside your knowledge base will detract from your presentation. Explain and define terms, which were difficult for you to understand. They are just as hard for your classmates to understand and this might be the first time they have heard these terms. Your lack of knowledge will distract from your presentation.

- ◆ Don't use slang or jargon that may be hard to connect to the meaning or main thought.
- ◆ Avoid weak word choices like "guy", "um", and "everything".

Speaking: Delivery

Avoiding the pitfalls of delivery

Use the delivery section of the scoring guide to critique this portion of your speech. Have your parents listen to your presentation. If they are not available ask a friend to critique your presentation. Practice will ensure that you do not have lapses in fluency. Presenters must act interested and enthusiastic about their topic.

- Do not wear a watch, hat, coat, or sweatshirt that may distract you or be distracting to listeners
- No gum or mints.
- Do not take a pen, pencil, or any other distraction with you to the front of the room when you are ready to give your speech.
- Only write an outline for your speech. You cannot read your speech. You must know what you are going to say.
- Notes should be written on only one side of 3x5 or 4x6 cards. Have notecards in order.
- Only use your notecards when you lose your place.
- Practice in front of a mirror so you can look up and make eye contact with the audience.

Practice is the most important thing you can do!!!