

Speech Preparation Notes

- I. Presenter responsibilities
 - A. Selection
 - B. Organization
 - C. Style
 - D. Memory
 - E. Delivery

- II. Consider your audience
 - A. Demographics
 - 1. Age
 - 2. Gender
 - 3. Education
 - 4. Group affiliation
 - 5. Sociocultural background
 - 6. Ethnicity
 - B. Attitudes
 - 1. Agree or disagree?
 - 2. Initial reaction positive or negative?
 - 3. Familiarity with topic

- III. Occasion
 - A. Attendance
 - B. Time
 - C. Location

- IV. Topic Selection
 - A. Interest
 - B. Suits occasion
 - C. Limit
 - D. Availability of information

- V. Purpose
 - A. General purpose
 - 1. To inform
 - 2. To persuade
 - 3. To motivate
 - 4. To entertain
 - B. Specific purpose
 - 1. State in a sentence
 - 2. Be precise
 - 3. One idea
 - 4. Words that show intent
 - 5. Thesis statement

- VI. Methods of Delivery
 - A. Impromptu
 - 1. Advantages
 - a. quick response time

- b. natural & spontaneous
 - 2. Disadvantages
 - a. disorganized
 - b. limited information
 - c. thinking time is limited
 - d. can have blunders
- B. Manuscript
 - 1. Advantages
 - a. Can be researched & revised
 - b. Rehearsed
 - 2. Disadvantages
 - a. Sounds unnatural, boring
 - b. Requires time and preparation
- C. Memorized
 - 1. Advantages
 - a. Can be researched & revised
 - b. Rehearsed
 - 2. Disadvantages
 - a. Nervousness
 - b. Forgetfulness
- D. Extemporaneous
 - 1. Advantages
 - a. Spontaneous
 - b. Organized
 - c. Researched
 - d. Flexible
 - 2. Disadvantages
 - a. requires time to prepare
 - b. requires outlining skills

Parts of a Speech

- I. Introduction
 - A. Gets the attention of the audience
 - 1. Humor
 - 2. Quotation
 - 3. Personal experiences
 - 4. Rhetorical question
 - 5. Startling statements
 - 6. Stories
 - 7. Reference to audience, occasion, task
 - B. States your thesis
 - C. Establishes your credibility
 - D. Previews your main points
- II. Body
 - A. Determine your main points
 - 1. Consider your purpose

2. Refer to your thesis statement
3. Availability of information
- B. Make smooth transitions
 1. Links your introductions & conclusions
 2. Audience focus
 3. Use transitional phrases
 - a. First of all
 - b. Next
 - c. On the other hand
 - d. In addition
 - e. Consequently
 - f. Finally
- C. Organize your points logically
 1. Chronologically
 2. Sequentially
 3. Spatially
 4. Topically
 5. Cause-effect
 6. Problem-Solution

III. Conclusion

- A. Summarize your main points
- B. Restate thesis
- C. Provide a clear ending
- D. Special strategies
 1. Refer back to introduction technique
 2. Use humor
 3. If began with story, give ending
 4. Issue a challenge
 5. Make a recommendation
- E. Things to avoid in conclusion
 1. New ideas
 2. Apologizing
 3. Trailing off
 4. Saying “thank-you”

Speech Delivery

I. Before your speech

- A. Prepare carefully & completely
- B. Look your best
- C. Relax tense muscles
- D. Give yourself a pep talk.
- E. Be self-assured.
 1. walk to front w/ confidence
 2. pause a few seconds before speaking

II. Vocal Delivery

- A. Enthusiasm - strong positive feeling speakers show for their topic.
- B. Vocalized Pauses - meaningless speech sounds that speakers use to fill time.
 - 1. uh, well, um, you know, like
 - 2. more likely to use them when unprepared
- C. Pronunciation - proper production of sounds & syllables when speaking
- D. Enunciation - clearness of a speaker's voice and words. Being distinct.
- E. Pitch - highness or lowness of a person's voice. Avoid being monotone.
- F. Volume - loudness or softness of a person's voice.
- G. Intensity - the force at which something is said. It does not equal volume.
- H. Inflection - stressing and placing emphasis on certain words and phrases.
- I. Rate - speed at which you speak.
- J. Conversational speaking - Talking to the audience not at them.

III. Nonverbal Delivery & Behavior

- A. Appearance - how you look to your audience. Be clean and well groomed, clothes should be neat and tidy.
- B. Eye Contact - direct visual contact with the eyes of the audience members for an extended period of time.
 - 1. Look randomly at individuals and a groups of individuals distributed widely in the audience.
 - 2. Don't look above their heads or avoid them altogether.
- C. Facial expressions - indicated the mood, tone and content of your speech.
 - 1. Avoid deadpan expression - one that never changes regardless of what is said.
 - 2. Avoid conflicting expressions - those that don't match the speaker's words.
- D. Gestures - movements of your head, arms, hands, and body. They should be natural.
- E. Posture - Creates an impression of confidence and authority.
 - 1. Keep equal weight on each foot
 - 2. Things to avoid - locking knees, swaying, slumping/slouching, rocking, hands in pocket
- F. Movements should be purposeful. Don't pace; move slowly.
- G. Eliminate distracting mannerisms such as pushing up glasses, tucking hair, playing with jewelry.
- H. The use of notes should help, not hinder your speech. Avoid playing with cards or reading directly from them. They should be a reminder of a few key words and phrases.

IV. Other factors affecting delivery

- A. Timing - controlled pacing of a speech. Pace to fit within time limit and deliver specific words or phrases to give them special attention.
- B. Audience feedback - an effective speaker knows when to:
 - 1. repeat an idea
 - 2. talk louder or softer
 - 3. speed up or slow down

4. restate an idea in a different way

C. Stage fright - the nervousness that a speaker feels before and during the presentation.

1. It is normal. Almost everyone experiences some form of stage fright.
2. Sometimes it is beneficial
3. The audience is not likely to notice your nervousness.
4. Experience and preparation will help. It is the best way to overcome stage fright.

D. Nervous Issues

1. Queasy feeling, butterflies, sweaty palms, weakness - will feel strong at first, but will subside once you get going. Ignore them.
2. Dry mouth - Don't swallow & lick lips. Start slowly and concentrate on what you're saying.
3. Stumbling over words at the beginning - Practice saying your opening line several different ways so that you feel comfortable with a variety of openings.
4. Perspiration, squeaky voice, trembling - Ignore them and focus on the message.
5. Strong desire to quit - Finish your speech no matter how painful the experience seems at the moment.

E. Distractions

1. Noise
 - a. Continual background noises - ignore if it's not excessively loud or speak louder if necessary.
 - b. Momentary noisy distractions - pause until noise subsides and then go on as if nothing had happened.
 - c. Longer noisy distractions - announce that you will pause until it subsides, then continue where you left off. You may choose to summarize the point you were making.
2. Hecklers - (people who purposely try to disturb you) Do nothing. Don't give them a reaction.

F. Unexpected events

1. Dropping material - be graceful about it when picking it up and go on as if nothing had happened.
2. Speaking without key material
 - a. if at desk, then excuse yourself, get the material, return, and go on as if nothing has happened.
 - b. if material is unavailable, either skip any reference to it or think of a way to present the information in some other manner.
3. Forgetting a key point - unless it is vital to your audience's understanding, go on without it. If it is vital, simply state "I forgot to mention this very important point..."

