

Delivering a Speech



Speaking Tips
You Should Know

Using Notes

- more desirable than using a complete script.
- notes should consist of the keywords or points of your speech - a skeleton of thoughts
- refer to your notes occasionally to maintain the thread of your speech
- Mostly speak directly to the audience.
- Note cards are good for this
- Try memorizing first sentence and last sentence



Reading From Script

- may give you confidence and ensure that nothing is forgotten
- least desirable option for delivering your speech.
- deliver your speech to your audience, rather than just read it aloud.
- Don't look down too much!
- Read it over MANY times so you are familiar with it



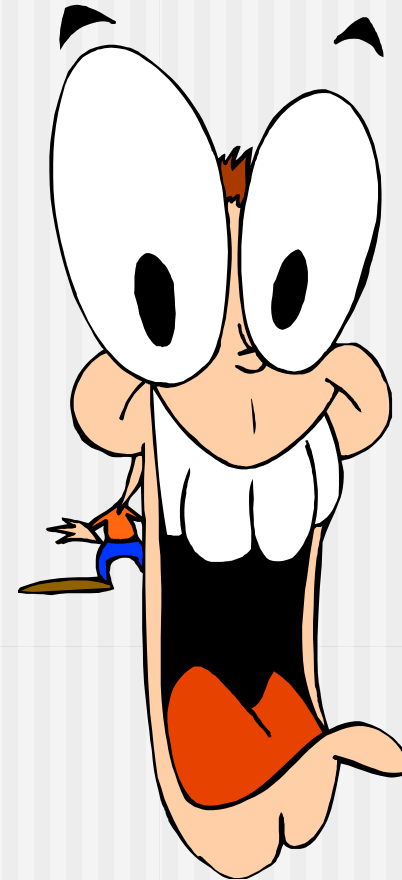
Voice

- -Speak clearly, and adjust your voice so that everyone can hear you. Don't shout for the sake of being loud
- It is common to speak rapidly when nervous, slow down!



Inflection

- Use voice inflection so you don't bore audience
- Don't read everything in a monotone voice!
- Put some expression into your face.



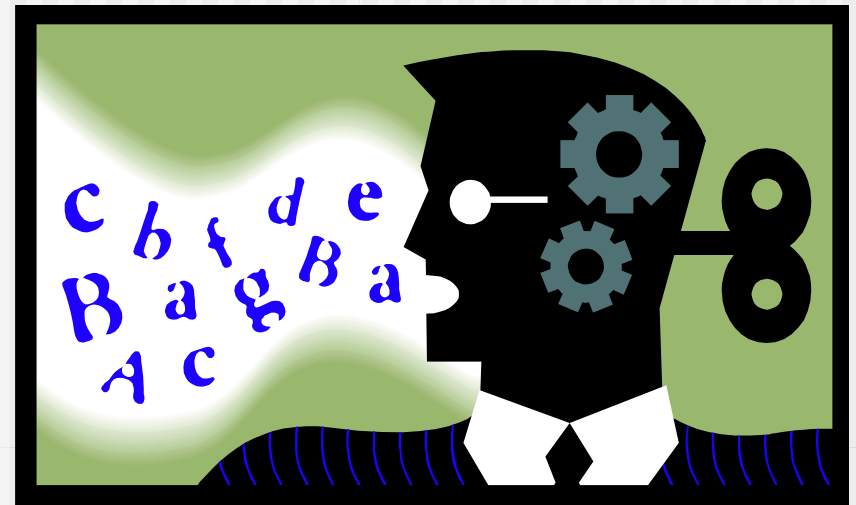
Eye Contact

- - Make eye contact with your audience. This builds trust and a relationship between the speaker and the listeners.
- Don't look at just one spot, but include whole audience.



Language

- Practice hard words
- Enunciate, no mumbling
- Practice to avoid “ums”
- Don't use slang
- Define words or acronyms people may not know



Body Language

- Do not fidget or make other nervous gestures with your hands.
- Do not keep your hands in your pockets.
- Use good posture , don't lean over



Personality

- - Be yourself, allow your own personality to come across in your speech
- - Sounds as though you are passionate about your topic, show emotion!



Good luck!
