

Preparing Your Speech

Be sure to pay attention to the following as you prepare your speech.

1. Well-organized speeches are most effective. Make sure your points are ordered in a sequence or other logical order. Be sure to use clear transition words as signals to the audience.
2. Use known terms or words to explain new ones. *Example:* “It is about the same size as our town.”
3. Repeat your important ideas by mentioning them in your introduction, clearly in the body of your speech, and again in your conclusion.
4. Think about how you will create interest at the beginning. What way will you grab your audience’s attention: a startling statistic, a personal experience, or maybe a question?
5. If appropriate, use humor to engage your audience.
6. Make notecards rather than having a copy of the entire speech. You should know your material well enough to not read it. This will help you make more eye contact with your audience.
7. Make sure your voice is loud enough to be heard by the person furthest from you, but don’t yell.
8. Practice standing up straight and keeping your hands still (unless making an intentional gesture).
9. Make sure you know how to pronounce all words and names in your speech.
10. Visuals should be large enough to be seen. They should be clear, without too much information to be distracting, and referred to during your speech.

