

TIPS

Ten Ideas for Perfecting Speeches

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Tip #1

Have Fun



- Enjoy what you are doing.
- When you are enthusiastic, others will follow suit.
- Choose topics or mold a given topic to your audience and their interests
- Invent time in having fun in the process!



Tip #2



Know Your Audience

- Are they voluntary audience members or involuntary? This makes a BIG difference.
- Understand the unique makeup of your audience so you can craft a listenable message
 - Learn the audiences demographics & physiological attitudes, values, & beliefs
- Continually reflect on your unique audiences needs!



Tip #3



Get Organized

- Systematically arrange your ideas into a coherent whole.
- Make your message easy to follow. Use LOGIC!
- Break information down into an ORAL format. Speeches ARE NOT ESSAYS!
- Connect your ideas with connectives, transitions, previews, signposts, & summaries
- ALWAYS make an outline (not an essay)



Tip #4



Offer Novel Information

- Find NEW and interesting materials.
- Don't give them the "same old, same old..."
- Tell them something they don't know.



Tip #5



Keep
Them
Engaged

- Tell stories. Share personal experiences. Use compelling visual aids. Ask provocative questions. Make intriguing, profound statements.
- Get your audience to make a vested interest in your topic.
- Relate!



Tip #6



Start off
on the
right foot

- Don't skip the introduction. Rather, NAIL IT (practice it A LOT!)
- Do four things - Get attention, preview your topic, establish your cred, and preview your speech
- Be brief. Be creative.



Tip #7

Do Your Research



- Competence is 1 of 2 ingredients in the recipe for credibility.
- Conduct relevant, current, and CREDIBLE research!
 - Stay away from .COM & .NET websites.
- When you find information that is relevant, assess its worthiness! If it has no author, DON'T USE IT!
- Don't forget to use PEOPLE. Conduct interviews!



Tip #8

Bring it Full Circle



- End STRONG. Do not “wing it”.
- Reinforce your main points, but don't sound redundant.
- Transition clearly. Let your audience know you are coming to a close.
- If at all possible, find a way to bring your introductory material back into the ending. That brings it “full circle”.



Tip #9

Manage Your Anxiety



- You are not alone.
 - 80% of people are nervous that they will tremble.
 - 74% are afraid they will draw a blank
 - 64% are afraid they will say something embarrassing
 - 63% are afraid they will not be able to actually speak
- Prepare. The better prepared you are, the less anxious you will be.
- Use positive self-talk.
- Find a way to connect early with your audience.



Tip #10



Practice

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- Practice standing up, speaking out loud - just as you will when actually giving the speech.
- TAPE YOURSELF! Then, watch yourself. Then, do better.
- Like anything, public speaking takes a lot of time & practice. The more effort you put in to preparing and practicing, the better it will pay off.

