

Speech Writing and Performing Notes

1. Prepare notes for presenting:

Having notes with you is the safest way to give a speech, especially a long speech or one filled with important points. Those notes should be as helpful as possible. They should serve as a script.

2. Don't read everything!

Never read: "Hello. I'm happy to be here." (There goes any illusion of spontaneity!)

3. Write how you talk.

We don't talk the way we write. Written work can sound stuffy and pompous when being read out loud. Sentences with numerous sub-clauses may look great in an essay, but aren't easily followed in a speech. Besides, why should people sit and hear what they could more easily read? What do you add to prose by speaking it aloud?

4. Avoid clichés and cumbersome words.

They make your speech sound "canned", and confusing. Say it simply, straightforwardly, in your very own words.

5. Give yourself written auditory hints.

It's a script, after all. Give yourself stage directions. Write down hints like "pause" and underline words you want to emphasize. Number the pages. Don't write on the back of pages when you have written on the front.

6. Write or type with VERY LARGE fonts and lots of spacing.

It is a script. You will be acting it out. You will not be able to peer at it closely.

7. Talk slowly.

Pace the speech, especially when a talk is loaded with statistics, technical phrases and complex ideas. Reading statistics is safer than saying them from memory. You will sound more trustworthy.

Step by Step Guide to Your Speech

Step 1: Planning Your Speech

Determine Your Purpose: *informing, persuading, demonstrating.*

Purpose:

Select a Specific Subject: Self-explanatory I hope!

Possible Topics:

A)

B)

C)

Consider Your Audience: Be brief, clear, anticipate questions, know your audience, and make it enjoyable.

Collect Interesting Details: *Do more than enough* research. Explore as many different options as possible.

Step 2: Writing Your Speech

Introduction:

Ask a thought-provoking question.

Tell a funny story or anecdote.

Give a short demonstration, or use an attention-getting visual aid.

Make a strong statement about why the topic is important to you and to your audience.

Share an appropriate quotation related to your topic.

Stating Your Thesis: Make sure that you tell us what your purpose is. Don't make us guess!!!

Body: You need to arrange your information in an orderly fashion. The way you organize it depends on what you want to accomplish. Here are six **suggestions**:

Order of importance

Chronological Order

Comparison / Contrast

Cause and Effect

Order of Location

Problem / Solution

Conclusion: Leave your audience focused on the points of your speech. *Your last sentence should be the 2nd most important sentence in the speech.* Here are some **suggestions** to consider when writing your conclusion:

Tell one last interesting fact or story.

Explain why the topic is important.

Sum up the most important ideas in your speech.

Step 3: Preparing, Rehearsing, and Presenting

Outline

Note Cards

PRACTICE!!!!!!!!!!