

SPEAK

Tips for Talking

1. **Practice, practice, practice.**
The more you are at home with your talk, the more relaxed and yourself you'll be in presenting it.
2. **Make an outline** (in any way that gets the ideas out of your head and onto paper).
Organize that outline so your talk flows in a way that makes your key point.

Shorten and tighten your outline to make it more phrases than sentences.
3. **Practice delivering your speech four or five times – OUT LOUD!**
to a mirror, to a roommate, to yourself as you walk around campus.

Your goal is to be as extemporaneous as you can. (A mouthful of a word, better read than said, but it means speaking, smoothly, comfortably from your outlined notes – NOT reading your talk.)
4. **As you deliver your talk –**

Project your voice so they can hear you at the back of the room
(but not at the back of Progressive Field).

Speak at an even pace – Don't rush and don't talk as if you're mouthing each syllable.

Energize your topic – show your interest in it. If you care, they'll care.

Look at your audience.
5. **And practice, practice, practice.** It will all be much easier. Even fun.



As You Get Ready to Write

A Public Speaking Checklist

1. I've got my topic. It's [in a sentence]

(Is it narrow and manageable enough to fit my time limits)

2. It fits my audience's interests?

3. I know what I'm trying to do (my rhetorical purpose):

Inform? Persuade? Rouse-To-Action? Something Else?

4. I know my thesis, my main point, THE "TAKE-AWAY." It's (in one sentence):

5. I can support my thesis.

Supporting Point #1 is

Example #1 is

Supporting Point #2 is

Example #2 is

Supporting Point #3 is

Example #3 is

6. I have an outline: My thesis and support are organized in a logical way to make my main point/thesis/take-away clear, convincing and easy to understand.

7. I'll
(1) Tell them what I'm going to tell them;
(2) Tell them and
(3) Tell them what I told them.

8. I have a conclusion.

As You Get Ready to Talk

9. I have practiced, practiced, practiced.

10. I've had a good night's sleep.

11. I look GOOD!(Credible)