

GUIDE TO GOOD SPEAKING

I. Preliminary preparation

- A. Discuss factors that make an interesting and effective talk.
- B. Subject
 - 1. Explore subject
 - a. Jot down every idea you have on the subject at random.
 - b. Put each different idea on a different piece of paper or note card.
 - c. Write any special reasons why this is an important subject for you or for your audience and/or at this time.
 - d. Write any experiences you have had to illustrate subject.
 - e. Do some research and write down these new ideas.
- C. Main Idea
 - 1. Decide what the purpose of your talk is.

II. Organization

- A. Record statement of main idea on a separate piece of paper or note card.
- B. Introduction
 - 1. To arouse interest and gain attention.
 - 2. Use a quote, statement of fact, challenge, question, illustration, etc.
 - 3. Tell them what you are going to tell them.
 - 4. Write this on a separate paper.
- C. Body
 - 1. Go through your collection of ideas and arrange them in the order that you plan to use them.
 - 2. Eliminate or condense repetitions in material.
 - 3. Add material (more research) where you find "holes".
 - 4. Adequately develop each idea.
 - 5. Make sure sequence of thought is logical and flows smoothly.
 - 6. Be sure you tell them what you said you would tell them in your introduction.
- D. Conclusion
 - 1. Develop a sharp, decisive ending which leaves them with something to think about.
 - 2. Tell them (in brief summary) what you told them.
 - 3. Use a short summary, suggest action, raise further questions, issue a challenge, make a final statement.
 - 4. Reread your main idea and purpose. Did you do this? Does each point really support this? Is everything related? Is your closing remark appropriate?
 - 5. Check your talk. Did you 1) tell what you were going to say, 2) tell it, 3) tell them what you told them?

III. Delivery and Rehearsal

- A. Practice
 - 1. Go through the talk in your mind, seeing how many ideas you remember without using your notes.
 - 2. Read your notes again, paying special attention to the parts you had trouble remembering.
 - 3. Give the talk orally to yourself in front of a mirror.
 - 4. Practice good eye contact.
 - 5. Rehearse to your family or a friend.
 - 6. Familiarize yourself with using a microphone.
 - 7. Practice speaking loudly enough and distinctly.
 - 8. Check your gestures and mannerisms: are they effective and appropriate?