

GREAT SPEECH TIPS



Plan what you want to say.

Your speech should have three parts.

• **Introduction:**

Words that will grab the audience's attention

• **Body:**

The main section, your message to the audience

• **Conclusion:**

The summary of your speech, how you "wrap it up"



Look at your audience.

- Make good eye contact.
- The audience doesn't want to see the top of your head; they want to see your face.
- Show your audience you are glad to be there.



Use your head.

- Don't memorize your whole speech.
- You may want to only memorize your opening words.
- Small note cards can "jog" your memory



Speak up.

- Speak so the audience can hear you, but don't yell.
- Speak as if you were talking to close friends.
- Speak with enthusiasm. Audiences like to hear speakers that are excited and eager to speak. Avoid sounding bored or tired. You have something to say-go say it!
- Pause for a few moments for dramatic effect rather than saying "um" or "uh"
- Don't say "thank you" at the end of your speech. If you have done a good job, the audience should thank you.



Practice your speech.

- Don't speak longer than three minutes or shorter than two minutes.
- Rehearse your speech for your parents and friends.
- Practice, practice, practice. You'll gain confidence this way.

