

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, or how you "wind it up."

Use your head.

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

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.

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.

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.

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