

6 STEPS FOR SPEECH PREPARATION

1 SELECT A SPEECH TOPIC

Select a topic which is a perfect fit between you and your audience. Your topic leads to your core message.



2 CREATE A SPEECH OUTLINE

Your speech needs structure. Without structure, your audience will either wonder what your core message is or they will lose interest in you entirely.

3 WRITE THE SPEECH.....



Speech writing begins with your first draft. Once the first draft is created, revise and edit to turn it into the most effective form. Remember that speeches should be written for the ear; adopting figures of speech will keep your speech from sounding like an essay or legal document.

4 APPLY GESTURES, STAGING, AND VOCAL VARIETY

A presentation is not read by the audience; it is listened to and watched. choreograph your speech with vocal variety, gestures (micro movements), and staging (macro movements).



5 PRACTICE AND SOLICIT FEEDBACK

Great speakers seem natural when they speak. Rehearsing your speech makes you a master of the content. Soliciting feedback and acting on it gives you confidence that your presentation will be a success.



6 SELF-CRITIQUE: PREPARE FOR THE NEXT SPEECH

After you've delivered your speech, examine your performance objectively. This will solidify lessons learned as you prepare for your next speech challenge.



YOU ARE GOOD TO GO!

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