

Practice Your Delivery

- Practice in a quiet place where you can listen to yourself.
- Practice in front of friends or parents and ask for their suggestions.
- Practice with an audio or video tape recorder and pick out the spots you need to practice more.

Present Your Speech

When you are ready to give your speech, remember these points:

- Look at the audience
- Speak loudly and clearly
- Speak in a slow, natural tone. Look at your notes only when you need a reminder.
- Use clear, correct language. Do not use slang, or such sounds as ah, dah, or um.
- Stand up tall. Don't slump, sway or lean.

For more information contact:

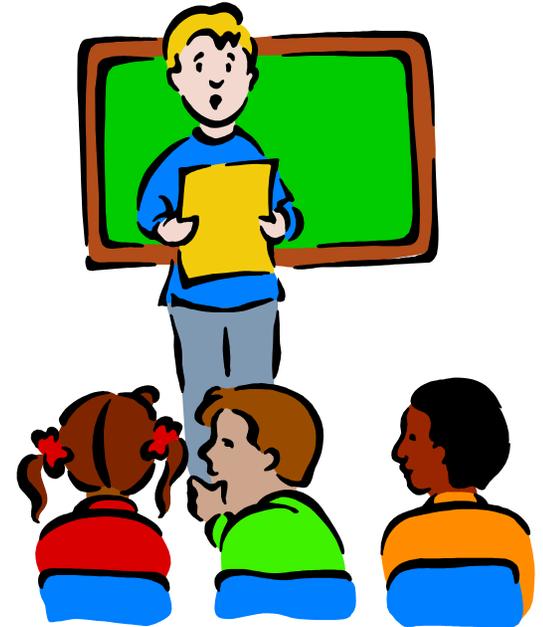
Toni Humble
Wayne Co. Cooperative Extension Service
255 Rolling Hills Blvd.
Monticello, KY 42633-9004
(606) 348-8453
thumble@uky.edu



18 U. S. C. 707

Wayne County Cooperative Extension Service
255 Rolling Hills Blvd.
Monticello, KY 42633-9004
(606) 348-8453 Fax (606)348-8460

Giving Speeches



The Steps in the Speech Process

1. Pick The Topic Carefully
2. Narrow Your Topic
3. Gather Information
4. Prepare an Introduction
5. Write an Outline
6. Write Your Speech (optional)
7. Practice Your Delivery
8. Present Your Speech

Pick The Topic Carefully

What do I know a lot about?

What would I like to know more about?

What do I do for fun?

What do I read about?

What do I talk about with my friends?

Narrow Your Topic

Take a big subject and make it smaller:

Horses

Riding Horses

Equipment for Riding Horses

Saddles

Gather Information

Books and magazines are not the only sources of information for a speech!

- Talk or write experts in your school, family or neighborhood.
- Observe and take notes on people, places and events.
- Watch videos, movies and TV programs.
- Scan newspapers.
- Remember things from your own experiences.

Prepare an Introduction

Now that you have chosen and narrowed your topic and gathered information, you must prepare an introduction

An introduction will help you think about what you are going to say and how you are going to say it.

- Use a famous quote
- Ask an interesting question
- Tell a story
- Make a striking statement
- Refer to a recent incident

Write an Outline

An outline can be written on a sheet of paper or note cards. An outline is not the whole speech, only phrases to remind you of what to say.

I. Introduction to Topic/Speech

II. Body

A. sub-topic 1

B. sub-topic 2

C. sub-topic 3

III. Conclusion

Write Your Speech (optional)

You may decide to give your speech only using the outline. However, you may decide to write out your speech. When writing a speech follow the outline and write it the same way you would any other piece of writing.

- Keep your purpose
- Keep your audience in mind
- Use words and sentences that will sound good to your audience.