Five Steps to Super Speeches

1) Plan 2) Prepare 3) Polish 4) Practice 5) Present

1. PLAN YOUR SPEECH
A. Who am I going to be speaking to?
B. Where will I be speaking?
C. When will I be giving the speech?
D. How much time is allowed for my speech?
E. What will the message of my speech be?
F. Do I know enough about my topic or should I do more research?
G. How will I present my information and develop my topic?
H. Do I have my thesis stated in the introduction of my speech in one sentence?

2. PREPARE
A. Review the main idea (thesis) of the speech
B. Choose a plan of organization
C. Develop an outline using the main points
D. Add supporting details to the outline
E. Write the introduction
   1) To get the audience’s attention (hook)
   2) To motivate the audience
   3) To let the audience know what the speech is about
   4) To gain the audience’s trust
F. Write the conclusion
   1) To get the audience’s attention (hook)
   2) To motivate the audience
G. Rearrange the speech
   1) Intro 2) Body 3) Conclusion

3. POLISH
A. Time your speech
B. Add connecting words (transitions)
C. Review and improve your vocabulary:
   1) No grammatical errors or slang
   2) Use words your audience will understand
   3) Make descriptions detailed
D. Prepare your outline for the teacher
   1) Hand your outline to the teacher before you speak.
E. Prepare notecards for practicing and presenting (4x6 CARDS)
1) NEVER EVER READ TO YOUR AUDIENCE.  
YOUR GOAL IS TO TALK WITH PEOPLE. 

4. PRACTICE 
A. Everyone must practice 
1) Practice a half hour for every minute of your speech 
B. Decide what style you will use to present 
1) Friendly and sincere 
2) Casual and informal 
3) Serious and formal 
C. Set goals for each session 
1) Time the speech 
2) Polish your language 
3) Use notecards 
4) Use your visual aids when appropriate 
5) Use your voice and body language appropriately 
D. Practice in many ways 
1) Time the speech 
2) Polish your language 
3) Use notecards 
E. Be patient

5. PRESENT 
A. Attitude 
B. Dress for success 
C. Project confidence 
D. Prepare your materials ahead of time 
E. Use all of the skills of speaking 
1) Eye contact 
2) Sound confident 
3) Emphasize key ideas and words 
4) Concentrate on what you're saying 
5) Make sure your audience is understanding 
6) Smile and gesture 
F. Finish with confidence 
1) Pause and smile 
2) Ask for questions 
3) Give clear answers

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