

Name _____

Speech Preparation Notes

I. Know your responsibilities as a _____.

- A. _____ choosing topics, ideas, and supporting information carefully.
- B. _____ making sure presentations are put together well.
- C. _____ using appropriate language for the topic, audience, occasion & task.
- D. _____ being able to adapt to different speaking situations by mentally filing away information and ideas.
- E. _____ using appropriate verbal and nonverbal skills.

II. Consider your _____.

A. _____ defining characteristics of your audience.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

B. _____ understanding how your audience feels about your topic.

1. Will they agree or disagree with what I have to say?
2. Will their initial reaction be positive or negative?
3. Are they already familiar with the topic?

III. Consider the _____

A. _____ Consider why the audience is hearing your presentation - whether they want to be there or whether they are required.

B. _____ Consider how much time is allotted for the presentation and what time of day you will make it.

C. _____ Consider where you will be giving your presentation.

IV. Choosing your _____

- A. Choose subject areas of _____ to you and your audience.
- B. Be sure it suits the _____.
- C. _____ your topic so it can be effectively covered in the time allotted.
- D. Consider the availability of _____.

V. Deciding your _____.

- A. _____ purpose is your overall intent.

- 1. To _____ - conveys ideas and information in a clear, accurate, and objective manner to gain the audience's interest.
- 2. To _____ - attempts to get an audience to voluntarily change its thoughts, beliefs, or actions on a topic.
- 3. To _____ - inspires or encourages and audience relying more on emotion than on information to make their point.
- 4. To _____ - bring joy to others through a presentation.

- B. _____ purpose is more detailed about your particular topic

- 1. State it in a _____. What exactly will you talk about?
- 2. Be _____. Tell exact number of steps, points, parts, stages or reasons.
- 3. Make sure your specific purpose contains only one _____.
- 4. Include words that show your _____.
- 5. Your specific purpose is your _____ of your speech. It expresses the speaker's most important ideas, or key points about a topic. It guides the development of the speech.

Examples:

General purpose: To persuade the class that they should read *To Kill a Mockingbird*.

Thesis Statement: "I would like to convince you to read *To Kill a Mockingbird* because it features interesting characters, thought-provoking issues, and an exciting plot."

Parts of a Presentation

I. _____

A. Gets the _____ of the audience.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

B. States your _____.

Ex: "How can the band raise money to participate in the upcoming music festival?"
"A new photocopy machine would be a wise investment."

C. Establishes your _____. Shows your genuineness and the common bond you have with your audience.

D. _____ your main points.

II. _____

A. Determine your main points.

1. Consider your _____.
2. Refer to your _____.
3. Know the availability of _____.

B. Make smooth _____. These are statements that act as a bridge between ideas.

1. Links your introductions and conclusions
2. Allows your audience to remain focused.
3. Use words or phrases such as "First of all", "next", or "on the other hand."

C. _____ your points logically.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

III. _____

A. _____ the presentation's main points.

Ex: "As you can see, we can raise money for the upcoming music festival by selling candy bars at football games, having a community citrus fruit sale, and sponsoring an Autumn Festival."

B. _____ the thesis. Does not have to be exactly like the introduction. If thesis was stated as a question, the conclusion can answer the question.

C. Proved a _____ to the presentation.

D. Special strategies are to refer back to your introduction.

1. Refer back to quotation or use another related quote.
2. If it began with a story, refer back to it or give the ending.
3. Use humor.
4. Issue a challenge.
5. Make a recommendation.

E. Things to avoid in your conclusion:

- 1.
- 2.
- 3.
- 4.