

Newbury Speakers Club

A member of
Toastmasters International



Preparing For A Speech

www.newburyspeakers.org

- **TOPIC:** WHAT ARE YOU GOING TO SPEAK ABOUT?
- **MESSAGE:** WHAT MESSAGE DO YOU WANT TO GET ACROSS TO YOUR AUDIENCE?
 - DO YOU WANT A DECISION FROM THEM?
 - DO YOU WANT THEM TO DO SOMETHING?
- **AUDIENCE:** WHO ARE YOUR AUDIENCE?
 - FELLOW PROFESSIONALS, WEDDING PARTY, MIXED GROUP?
 - HOW BIG IS YOUR AUDIENCE?
- **SPEAKING SPACE:** WHAT ENVIRONMENT WILL YOU HAVE?
 - SMALL ROOM, VILLAGE HALL, LARGE AUDITORIUM?
 - RAISED STAGE?
 - LECTERN?
- **SPEAKING STYLE:** WHAT IS APPROPRIATE FOR TOPIC AND AUDIENCE?
 - MOTIVATIONAL, INFORMATIVE, HUMOROUS, STORY?
- **TIME:** HOW MUCH TIME DO YOU HAVE FOR YOUR SPEECH?
 - IT IS IMPORTANT TO STICK TO IT.
- **TOOLS:** WHAT TOOLS WILL YOU USE/HAVE AVAILABLE?
 - WHITEBOARD/FLIPCHART, PROJECTOR, MICROPHONE, PROPS?
 - CHECK THAT IT ALL WORKS BEFOREHAND.
- **PEOPLE:** WHO ELSE MIGHT YOU NEED?
 - LOGISTICS.
 - MASTER OF CEREMONIES?
- **MATERIAL:** WHAT MATERIAL DO YOU HAVE AVAILABLE?
 - RESEARCH FACTS, HISTORY, BACKGROUND, PICTURES?
 - ORGANISE IT INTO A LOGICAL FLOW.

- **OPENING:** HOW WILL YOU BEGIN YOUR SPEECH TO SET THE SCENE?
 - ENGAGE THE AUDIENCE
- **WORDS:** CHOOSE STRONG WORDS TO STRENGTHEN THE MESSAGE, E.G. “AMAZING” INSTEAD OF “GOOD”
- **VOCAL VARIETY:** USE CHANGE IN PITCH/TONE, RATE OF SPEECH, EMPHASIS, PAUSES
 - IT WILL ADD INTEREST TO YOUR SPEECH.
- **BODY LANGUAGE:** WHAT GESTURES/MOVEMENT CAN YOU USE TO ILLUSTRATE YOUR SPEECH?
 - MAKE SURE THEY TIE IN WITH YOUR WORDS AND VOCAL VARIETY.
- **MEMORISE:** TRY TO MEMORISE JUST THE OPENING AND THE CLOSE. THE REST CAN COME FROM REMINDER (BULLET) POINTS.
- **REHEARSE:** REHEARSE YOUR SPEECH AND GET FEEDBACK IF YOU CAN.
 - PRACTISE, PRACTISE, PRACTISE.
- **MEET YOUR AUDIENCE:** TRY TO MEET SOME OF THE AUDIENCE AS THEY ARRIVE.
 - REMEMBER THAT IN MOST CASES, WHETHER YOU THINK IT OR NOT, THEY WANT YOU TO SUCCEED
- **RELAX:** TAKE DEEP BREATHS AND TRY TO RELAX

THEN

*TAKE TO THE FLOOR AND **WOW** YOUR AUDIENCE*