

SPEAK

Tips for Talking

1. **Practice, practice, practice.**
The more you are at home with your talk, the more relaxed and yourself you'll be in presenting it.
2. **Make an outline** (in any way that gets the ideas out of your head and onto paper).
Organize that outline so your talk flows in a way that makes your key point.
Shorten and tighten your outline to make it more phrases than sentences.
3. **Practice delivering your speech four or five times** – OUT LOUD!
to a mirror, to a roommate, to yourself as you walk around campus.
Your goal is to be as extemporaneous as you can. (A mouthful of a word, better read than said, but it means speaking, smoothly, comfortably from your outlined notes – NOT reading your talk.)
4. **As you deliver your talk –**
Project your voice so they can hear you at the back of the room
(but not at the back of Progressive Field).
Speak at an even pace – Don't rush and don't talk as if you're mouthing each syllable.
Energize your topic – show your interest in it. If you care, they'll care.
Look at your audience.
5. **And practice, practice, practice.** It will all be much easier. Even fun.

SPEAK

As You Get Ready to Write A Public Speaking Checklist

1. **I've got my topic.** It's [in a sentence]

(Is it **narrow** and **manageable** enough to fit my **time limits**)

2. **It fits my audience's interests?**

3. **I know what I'm trying to do** (my rhetorical purpose):

Inform? Persuade? Rouse-To-Action? Something Else?

4. **I know my thesis, my main point, THE "TAKE-AWAY."** It's (in one sentence):

-
5. **I can support my thesis.**

Supporting Point #1 is _____

Example #1 is _____

Supporting Point #2 is _____

Example #2 is _____

Supporting Point #3 is _____

Example #3 is _____

6. **I have an outline:** My thesis and support are organized in a logical way to **make my main point/thesis/Take-Away clear, convincing and easy to understand.**

7. **I'll**
(1) Tell them what I'm going to tell them;
(2) Tell them and
(3) Tell them what I told them.

8. **I have a conclusion.**

As You Get Ready to Talk

9. **I have practiced, practiced, practiced.**

10. **I've had a good night's sleep.**

11. **I look GOOD!** (Credible)