

# 9. Speech

## Objectives

Gain confidence in public speaking or speaking in front of a large group.

Learn skills so that you can prepare, organize your thoughts into a logical sequence on a subject that you want to share with others, or be able to express an opinion/belief in which you strongly believe.

## Responsibilities

Give a 4 to 5 minute speech on a topic of your choice.

## Ideas for Preparation

Public speaking or speaking in front of a large group is one thing most individuals fear. To a very few it may come naturally but to most of us this is a skill we have to practice over and over again until we are confident.

The first step is to decide what you want to speak about. Pick something manageable as you only have 5 minutes and time goes very fast. Write out the points you wish to make or the information you wish to share. Then draft an outline of the speech. Where you need to gather information to support your viewpoint research the topic before drafting the speech.

Organize your speech into three parts:

Opening – statement or fact to get attention

Body – logical flow of information on your topic

Closing – a statement that the listeners will remember when you stop speaking

Practice the speech, speak aloud, and get comfortable with your voice. Get your family members to listen; you may think this is funny, but they will enjoy it and will give you good feedback.

If you are nervous, practice the first few lines again and again - they are the hardest to get out. Once you start the rest will flow. The more you practice the better you will get at speeches.

Use notes if you like; however, as you get more confident try it without notes (from memory). If you do it from memory you can start to use body language and gestures to make your points. You can also change parts to suit the audience.

## At the Meeting

Sit where you feel comfortable and where most people at the meeting can see you when you give your speech. If you have any props have them ready.

Speak in a loud, clear voice, with confidence. Do not worry about mistakes or if you forget something. You are with friends; they have all been through this or they will be going through this at some time as well.

If you are nervous think about how you good you will feel when you have finished.