

How to Give a HOW TO SPEECH

Leadership Class

Most common phobia that Americans have is glossophobia, the fear of public speaking.

75% of all Americans report having a fear of public speaking, beating out fear of spiders, fear of the dark and even fear of death.

Here is some advice that's more constructive than "picture the audience naked."

Some pointers...

1. Take into account your audience! Know your audience!
2. Remember to make eye contact
3. Think about your body language
4. Think about your image - dress/style
5. Consider audience participation

Picking a Topics and putting it together...

1. Pick something you could teach or share with others
2. Break down your process into simple steps
3. Think about props you might need
4. Write out your speech
5. PRACTICE IT!

Picking a Topic

1. Clean your teeth.
2. Coordinate clothes for any occasion.
3. Sign for the deaf.
4. Apply decorative stencils.
5. Roll clothes to pack a suitcase.
6. Make stain-glass.
7. Read nutrition labels.
8. Defend yourself against an attacker.
9. Plan a home fire escape.
10. Stencil tile.
11. Set-up an e-mail account.
12. Change oil in your car.
13. Play the drums.
14. Change a baby's diaper.
15. Swing a golf club.
16. Putt a golf ball.
17. Pot flowers.
18. Prune roses.
19. Make a simple children's game.
20. Make peanut butter bars.
1. Splint a broken leg or ankle.
2. Keep a healthy puppy.
3. Succeed in an interview.
4. Hang wallpaper.
5. Shoot a free throw.
6. Pack a backpack.
7. Use a compass.
8. Hit a baseball.
9. Catch a fly ball.
10. Sell an athletic shoe.
11. Put on scuba gear.
12. Fillet a fish.
13. Install a car stereo.
14. Get a slim waistline.
15. Play the saxophone.
16. Apply makeup.
17. Apply Theater make-up.
18. Install a dimmer switch.
19. Make a pumpkin lantern.
20. Call a turkey.

More topics

1. Play a guitar.
2. Purchase a new car for the lowest price.
3. Serve a tennis ball.
4. Apply, care, and remove contact lenses.
5. Restore a piece of antique furniture.
6. Write a resume.
7. Find a rental home or apartment.
8. Set a formal dinner table.
9. Choose car insurance.
10. Build a bookcase.
11. Weave a basket.
12. Hang curtains.
13. Change a tire on a bike.
14. Budget your monthly income.
15. Wrap a gift professionally.
16. Tie-dye a shirt.
17. Wash your clothes properly.
18. Bathe a baby.
19. Arrange flowers.
20. Give a manicure.
1. Administer CPR.
2. Administer the Heimlich Maneuver.
3. Iron clothes.
4. Use a bow and arrow.
5. Water ski.
6. Do simple ballroom dancing.
7. Take a picture with a 35-mm camera.
8. Landscape your front yard on a shoestring budget.
9. Fold napkins for a formal dinner party.
10. Trim your thighs with exercise.
11. Build bigger biceps.
12. Care for your compact discs.
13. Bake cookies.
14. Improve your bowling score.
15. Sew a button on a blouse.
16. Carve a pumpkin.
17. Draw cartoon characters.
18. Make your own valentines.
19. Recycle in your home.
20. Frame a picture.

More Topics...

1. Buy toe shoes.
2. Play soccer.
3. Register for college.
4. Write a children's story.
5. Mow the lawn.
6. Organize your closet.
7. Dye your hair.
8. Plan a little kid party.
9. Make Playdough.
10. Groom your pet.
11. Set up a tent.
12. Make a piñata.
13. Square dance.
14. Refinish a front door.
15. Play a video game.
16. Bunt, or hit a baseball.
17. Plant a vegetable garden.
18. Plan a wedding.
19. Milk a cow.
20. Stuff a turkey.
1. Write a poem.
2. Make deviled eggs.
3. Make and fly a kite.
4. Wash and detail a car.
5. Decorate a Christmas tree.
6. Tenderize meat.
7. Make fudge.
8. Ride a horse.
9. Program your vcr.
10. Make a cut up t-shirt look great.
11. Cross stitch.
12. Get a date.
13. Break dance.
14. Make Bar B Que sauce.
15. Create a power point presentation.
16. Make scrapbooks.
17. Knit.
18. Install sprinklers.
19. Play football.
20. Clean carpets.
21. Juggle.

Write your speech

Begin with an introduction that establishes who you are, what your purpose is, what you'll be talking about. You may want to include a joke, anecdote or interesting fact to grab the audience's attention.

Organize your information into three to seven main points and prioritize them according to importance and effectiveness.

Delete points that aren't crucial to your speech if you have too many for your time frame.
Start with your most important point, then go to your least important point.

Or figure out the order to do these steps and break down how to do them. Don't forget to show us all the materials required for this speech/project.

Add support to each point using statistics, facts, examples, anecdotes, quotations or other supporting material if needed.

Link your introduction, points and conclusions together with smooth transitions.

Write a conclusion that summarizes each of your points, restates your main purpose and leaves the audience with a lasting impression.

PRACTICE, PRACTICE, PRACTICE

1. Rehearse your speech several times before presenting it.
2. Stand in front of a full-length mirror and try to look like a public speaker. Keep your posture straight and your hands in sight, and look into your own eyes.
3. Tape-record--or, even better, videotape--yourself delivering the presentation.
4. Gather some friends and family, sit them down and deliver your whole spiel to them. After it's over, ask them to give you some constructive feedback.

How to handle your nerves

1. It's just a speech. Your life does not depend on it.
2. Look presentable. Dress in nice clothes.
3. Go to the bathroom about 30 minutes before the speech.
4. Deep-breathing exercises may seem cheesy, but they really slow your heart rate, lower your blood pressure and reduce your adrenaline flow.
5. Most important - BE CONFIDENT!