

Name: _____ Date: _____

Advice to a Future Speech-Giver

Let's say you survived your first speech -- or better yet, your first speech class. How would you help a friend who was about to give his/her first speech?

Directions: For each step of the public speaking process (planning, organizing, presenting), give your friend some words of advice. Choose your answers from the advice bank that follows each section. Circle the best choices.

When you're **planning** your speech, be sure to do these 3 things:

- choose a topic that interests you
- research your topic
- make eye contact
- know your audience
- put key ideas and words on note cards

When **organizing** your speech, try to do these 3 things:

- know your audience
- consider using visual aids
- begin with surprising statement or brief anecdote
- make eye contact
- put key ideas/words on note cards

When you finally get ready to **deliver** your speech, be sure to do these 4 things:

- make eye contact
- speak clearly/enunciate
- research your topic
- speak loud enough for all to hear
- know your audience
- be confident and stand tall