

Basic Speech Making Tools

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**“Getting there isn’t half the fun – it’s all of the fun.
Robert Townsend**

Opening, Body, Conclusion

- Opening Interesting and captures audience’s attention
 Memorise opening if possible
- Body Select three or four main points at most
 Emphasis them by using examples, stories or anecdotes
 Too much information may overwhelm
- Close Tell the audience what you have just told them
 Memorise your conclusion if possible
 Leave them with something to remember

Prepare Yourself

- Practice until you are comfortable with it
- Present it to someone who can give you feedback
- Tape yourself – one of the best ways to improve your speaking ability
- Appearance is important – be well groomed and appropriately dressed for your presentation.
- ENJOY YOURSELF

Presenting your talk

- Nervousness is common to every speaker – use it to add excitement to your delivery
- Take a deep break and slowly exhale to allow your voice to sound natural
- Acknowledge the chair and your audience – “Mr/Madam Chair, Ladies & Gentlemen”
- Eye contact – look directly at people in your audience for a moment before moving your eyes to someone else
- Hand gestures – unless you are using your hands to demonstrate or emphasise a point, leave them at your sides
- Respect any time limits you have been given
- Accept your applause
- ENJOY YOURSELF

Simple Sample speech outline

Opening

1. Captures attention
2. Leads into speech

Body

1. Main Point One
2. Support Material
1. Main Point Two
2. Support Material
1. Main Point Three
2. Support Material

Conclusion

1. Review or summary
2. Call to action or memorable statement

Body Language

Body language should look natural and unrehearsed and be consistent with the meaning of the words being spoken.

Stance

- Stand still and face your audience during your opening and close, and when you are making an important point.
- Stand straight and look at your audience, feet slightly apart and your weight evenly spread on both feet will show confidence and poise.

Gestures

- Use arms, hands, head to emphasis what you are saying. Examples of size, shape, direction, importance and comparison.
- Gestures should be full and varies – doing same movements repeatedly is distracting.

Facial Expression

- Your expressions should be consistent with the feelings you are communicating.
- Any conveys what your audience should be feeling – you smile, they smile.

Visual Aids

Design

- Make them visible
- Limit each visual to only one main point or thought
- Use no more than six lines of text, and no more than six words per line per visual
- Keep them simple

Display Tips

- Display visual just before you talk about it.
- Maintain eye contact with audience as you display visual
- Display it long enough
- Don't block visual
- Do not write as you speak
- Display the correct visual – have them in order and check before your presentation.
- Rehearse
- HAVE A BACK UP PLAN

Enjoy the experience – Join Toastmasters

Toastmasters meetings are a safe environment in which to learn. Everyone who attends is there for the purpose of gaining the skills from the Toastmasters educational programme. You will learn the basic techniques to capture your audience and effectively communicate your message. Participants at meetings have a variety of opportunities to learn about public speaking at every meeting. Mutual support and encouragement are the cornerstones of Toastmasters meetings.

- **We learn by practicing speaking in front of the group**
- **Listening to others speak to the group**
- **Evaluating and listening to evaluations of speeches**
- **Learn at your own pace**
- **Improve your self confidence**
- **Improve your listening skills**
- **Sharpen your thinking**
- **Develop your leadership skills**

www.toastmasters.org.nz

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