

Name: _____

Speeches Due: _____

Speech Kit: Ten Steps to a Snappy Speech

Resource: Speak Up! Speak Out! by Bob and Barbara Greenwood

Step 1: Sizing Up My Speech

(A) What am I trying to do?

___ Explain: Give steps to show how something is done.

___ Inform: Report an event or happening, telling who, what, where, when, why, and how.

___ Convince: Give arguments to show why something is or is not a good idea.

___ Entertain: Tell an interesting or humorous story.

(B) Who will my audience be? _____

(C) Where will I be speaking? _____

(D) How much time will I have? _____

Step 2: Choosing My Topic

(A) Make a list of topics.

(B) Choose the one you like the best.


My speech topic is: _____


Its purpose is: _____


(Refer to Step 1 (A))


Step 3: Digging Up the Facts, Ideas or Information: Researching


(A) Brainstorm a list of details you need to find out about your topic. Come up with some key questions on your topic.

 _____

 _____

 _____

 _____

 _____

(B) Where can I find the information I need? _____

(C) How can I be prepared? _____

(D) Research Hints

Keep Track of Your Facts

Many researchers find it helpful to record their research on lined file cards. It's also helpful to write your key questions on these cards before beginning your research. Then as you find the answers you can record them right on the cards. When it's time to prepare your talk, you will find these cards easy to sort through and put into a logical order. Tip: write on only one side, so that you do not miss any information.

Hit the Books

Helpful hints: remember that you do not always need to read the entire book. Use the table of contents (at the front) and the index (at the back) to help you find the information you need quickly. When you make notes, record where you find the information on your research cards. Then, later on,

if you need more information, you will be able to find the book and the page again quickly.

Surfing and Clicking

The Internet and CD-ROMs can be valuable sources of information. As with making notes from books, remember to record where you find the information (web site; title and year of CD-ROM).

Find New News

Some information is so new it is not even in books yet. Look for current information in magazines and newspapers and in the vertical files in your library. These are file folders full of newspaper and magazine articles. Ask the librarian for help to find this information. Remember, the Internet also gives current information.

Interview People In the Know

Most people are happy to talk to you about subjects they know well. Be prepared and organized when you conduct an interview. Here are some helpful hints: 1. Make a list of questions beforehand. Keep them short and to the point. 2. Make short notes as the person talks to you to remind you of what was said. 3. Try taping the interview, if you have a tape recorder. Remember to ask permission first. Not everyone likes to be recorded. 4. At the end of the interview ask if there is anything else they would like to tell you about the subject. Your questions might not have covered everything. 5. Be sure to say thank you. 6. As soon as you return home, read over your notes and add any information you remember but didn't have time to jot down.

Do Not Underestimate Yourself

Don't be afraid to trust your own knowledge, experiences and feelings. What have you experienced that makes you interested in your particular topic? How can that experience be used to brighten up your speech? Listeners enjoy hearing personal stories that help explain the points you are trying to make.

Step 4: Prewriting: Using My Speech Organizer

- (A) Choose the main points you want to discuss or emphasize about your topic.
- (B) Organize your points into a logical order so that your speech will flow smoothly.
- (C) Sort through your research material to separate important information from information that is not needed.
- (D) Fill in your Speech Organizer. Write down your main points first. Then, using your research, add details, description, examples, explanations and interesting information that pertain to each point.

Step 5: Writing Out My First Draft

Following your organizer, write out your first draft of your speech. Use lined paper and write in paragraph form on every other line.

(A) My Beginning (The Introduction)

- Tells what my talk is about.
- Grabs my listeners' attention.

(B) My Middle (The Body)

- Each of my main points will be interesting to my listener.
- To help my listener understand each point, I have added details, such as: examples, anecdotes, comparisons, description, additional information, explanations.

(C) My Ending (The Conclusion)

- My final paragraph gives my audience a clear signal that I have finished and leaves my listeners satisfied.
- My ending sums up or concludes my main idea or argument.

Step 6: Revising My First Draft

Ask yourself the following questions when revising your speech:

- Is my speech well organized? Does it flow logically?
- Have I repeated some information unnecessarily?
- Have I used enough detail, information, examples?
- Are my points all interesting?
- Could I word ideas more clearly in some places?
- Could I improve on the vocabulary in some places?
- Is there enough "sizzle" to hold my audience's attention?

Step 7: Adding Pizazz to My Speech

There are many ways to add pep to your talk:

- (A) Use a variety of sentence types and lengths e.g. Ask a question, then answer it. Use a long sentence followed by a short one to add punch to your point. Change the word order in some of your sentences.
- (B) Use audio-visuals. Your speech may be well-suited to using items to look at or

Speech Outline (Prewriting)

Name: _____

Due: _____

Speech Topic: _____

Type of Speech: explain inform convince entertain (circle one)

Beginning: The Introduction

- _____
- _____
- _____
- _____

Middle: The Body

First Main Point: _____

(or sub-topic) _____

- _____
- _____
- _____
- _____
- _____

Second Main Point: _____

(or sub-topic) _____

- _____
- _____
- _____
- _____
- _____

Third Main Point: _____

(or sub-topic) _____

- _____
- _____
- _____
- _____
- _____

Fourth Main Point: _____
(or sub-topic) _____

- _____
- _____
- _____
- _____
- _____

Fifth Main Point: _____
(or sub-topic) _____

- _____
- _____
- _____
- _____
- _____

Sixth Main Point: _____
(or sub-topic) _____

- _____
- _____
- _____
- _____
- _____

Seventh Main Point: _____
(or sub-topic) _____

- _____
- _____
- _____
- _____
- _____

Ending: The Conclusion
• _____
• _____
• _____