

BASIC MANUAL SPEECH OBJECTIVES

#1 The Icebreaker

- To begin speaking before an audience
- To discover speaking skills you already have and skills that need some attention
- Time: 4-6 minutes

#2 Organize Your Speech

- Select an appropriate outline which allows listeners to easily follow and understand your speech
- Make your message clear with supporting material directly contributing to that message
- Use appropriate transitions when moving from one idea to another
- Create a strong opening and conclusion
- Time: 5-7 minutes

#3 Get To The Point

- Select a speech topic and determine its general and specific purposes
- Organize the speech in a manner that best achieves those purposes
- Project sincerity and conviction and control any nervousness you may have
- Strive not to use notes
- Time 5-7 minutes

#4 How To Say It

- Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly
- Use rhetorical devices to enhance and emphasize ideas
- Eliminate jargon and unnecessary words.
- Use correct grammar
- Time: 5-7 minutes

#5 Your Body Speaks

- Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose
- Make your body language smooth and natural
- Time: 5-7 minutes

#6 Vocal Variety

- Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message
- Use pauses to enhance your message
- Use vocal variety smoothly and naturally
- Time: 5-7 minutes

#7 Research Your Topic

- Collect information about your topic from numerous sources
- Carefully support your points and opinions with specific facts, examples and illustrations gathered through research
- Time: 5-7 minutes

#8 Get Comfortable With Visual Aids

- Select visual aids that are appropriate for your message and the audience
- Use visual aids correctly with ease and confidence
- Time: 5-7 minutes

#9 Persuade With Power

- Persuade listeners to adopt your viewpoint or ideas or to take some action
- Appeal to the audience's interest
- Use logic and emotion to support your position
- Avoid using notes
- Time: 5-7 minutes

10 Inspire Your Audience

- Inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement
- Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama
- Avoid using notes
- Time: 8-10 minutes