



Tool to Organize, Plan, and Prepare for Speech Presentation



[HTTP://WWW.TOASTMASTERS-LIGHTNING.ORG/](http://www.toastmasters-lightning.org/)



SPEECH PREPARATION FRAMEWORK (REVISION: NOVEMBER 01, 2017)

FOOD FOR THOUGHT: FINDING A SPEECH TOPIC

- What occupies your time other than school work? Why/how do you enjoy that?
- What kind of books, readings appeal to you and why?
- What kind of experiences have stayed close to your heart, what kind of emotions do they inspire in you (whether that is happiness, fear, challenge, anxiety, fun ...etc.)?
- What worries you, what brings anxiety to you?
- What are your dreams, goals?
- Which movies did you enjoy? Which movies left a lasting impression on you? Why?
- Describe a problem you've solved, or a problem you'd like to solve?
- What were your favorite events (e.g. performances, exhibits, competitions, conferences ...etc.) in recent years?
- Describe something outside of your academic area of focus that you are interested in learning.
- Did any of the current events intrigue you, or made you think?
- Are there any new ideas, topics, or subjects that intrigue you? What are those? Why?
- What brings fun and excitement in your life?

TWO OBJECTIVES FOR SPEAKER TO DEVELOP PERSPECTIVE WITH THE SPEECH

1. What is your idea to develop with this speech? Describe it to yourself clearly while preparing for your speech.
2. Help your audience understand your idea using your speech.

STEPS

STEP # 1 – MAIN IDEA: What prompted me to select this as my speech topic? What do I like about it? Why does this topic make me think about it?

It is from an experience that I had, and it made me think about ...

I am passionate about this topic because ...

I have thought about it before because ...

When I heard about it, it made me ...

I am passionate about **this**, and my topic is ... (**this** = whatever that might be for you as a person, a hobby, an activity, a dream, a goal, or an interest to learn more about it ...etc.)

I do **this** all the time, and my speech topic and its idea I think it so important for ... (**this** = whatever that might be for you as a person, a hobby, an activity, a dream, a goal, an interest to learn more about it ...etc.)

Examples:

- 1) I just learned about nanotechnology, and now I realize it can help us in so many ways. I want to learn more



about it and explain it to others.

- 2) I heard about shooting incident in San Bernardino, and now I realize gun control laws are so important. I want to use this speech to explain more about it.
- 3) I want to share my three goals that I think are very interesting: becoming an astronaut, an animator, and a comedian. I am so passionate about these three things, and I think it will be fun for others to see my perspective on these three goals.
- 4) I experienced bad posture while spending a lot of time in front of computer. Now, I understand importance of good, straight posture. I'd like others to learn about it.
- 5) I enjoy volunteering with [LION'S HEART](#). It brings so much meaning for me while also making a difference to others in a constructive way. I'd like to share my experience, perspective on it, so my audience would understand what is LION'S HEART, and how it is so much fun for me personally.
- 6) I enjoy technology. With this speech, I want to share my perspective on three technology titans: Apple, Microsoft, and Google. I want to explain difference these companies are making using their products, and how they impact our lives.
- 7) It is fascinating for me to understand how our eyes help us see: how we perceive different colors, how our eyes give us depth perception, why some of us need glasses/contacts. I'd like my audience to understand this, and appreciate an incredibly beautiful and priceless gift we are blessed with: Eyes
- 8) I saw that so many players in the National Football League (NFL) are kneeling during national anthem, and there is so much discussion, debate and controversy around it now. However, I strongly feel that the fundamental issue underlying this, is being ignored. Using this speech, I want to explain that to my audience.
- 9) I love video games. They are so much fun for me. I want to share games I play, and what they mean to me.
- 10) My first day at high school was so memorable for me with new excitement as well as a little bit of anxiety. I'd like my audience to see that from my vantage point.

STEP # 2: How do I think this topic will help me with my specific project from the manual?

EXAMPLE PROJECTS:

Competent Communicator (CC) Manual, Project # 3, Get to the Point

Competent Communicator (CC) Manual, Project # 7, Research Your Topic

Storytelling Manual, Project # 3, The Moral of the Story

Speaking to Inform Manual, Project # 5, The Abstract Concept

Communicating on Video, Project # 1, Straight Talk

My project is about developing a specific point, and by developing a clear takeaway for my audience with the speech, I will be able to achieve my project objectives.

My project is about vocal variety, and this personal story with dialogues in it will naturally help me to bring in vocal variety.

My project is about researching the topic, and compiling ideas about nanotechnology and presenting them will help me achieve this objective.

My objective is to inspire my audience, and in this speech, I'd like to achieve that by sharing a personal experience that made me think about ...



STEP # 3: Think about your GENERAL and SPECIFIC PURPOSE for your speech.

GENERAL PURPOSE: Identify for yourself general purpose of the speech

- To inform
- To persuade
- To entertain
- To inspire

SPECIFIC PURPOSE: Identify specific purpose of your speech, write it down in one sentence.

1. Word it from audience's viewpoint
2. Make it very specific
3. It should be attainable

Examples:

1. After listening to my speech, my audience would understand how nanotechnology is impacting our lives.
2. After listening my speech, my audience would be inspired to learn more about nanotechnology.

Food for thought: See how the two speeches on nanotechnology (#1, #2 in the list) can bring a completely different perspective with different purpose/end goal.

3. After listening to my speech, my audience would see how my vacation trips help me understand different cultures and way of life.
4. After listening to my speech, my audience should be able to feel and appreciate the thrill I had from different places that I visited.
5. After listening to my speech, my audience would be able to understand how I enjoy time with my family when we go for vacation trips

Food for thought: These are three speech topic ideas about vacation trips (#3, #4, #5). The difference in the specific purpose can bring a completely different perspective to the audience. It also impacts how you develop direction with the speech.

6. After listening to my speech, my audience would understand importance of maintaining good posture.
7. After listening to my speech, my audience would understand & feel my experience with debates at school, and how it helped me become a better communicator.
8. After listening to my speech, my audience would understand how basketball is making a big difference for me.
9. After listening to my speech, my audience would understand how my preparation for 3rd degree black belt test at Tae Kwon Do helped me with my confidence.
10. After listening to my speech, my audience would understand what my mom means to me, and how she is playing such a key role in my family.
11. After listening to my speech, my audience would understand how boy scouts is helping my become a better person.
12. After listening to my speech, my audience would understand how boy scouts is bringing so much fun and excitement for me.
13. After listening to my speech, my audience would understand how boy scouts is showing me team work and collaboration with others.
14. After listening to my speech, my audience would understand how I enjoy quality time with friends at boy scouts.



Food for thought: Again these are four different specific purposes for speech topics related to boy scouts, and each will bring a different perspective to the audience.

15. After listening to my speech, my audience would understand how I enjoy playing video games.
16. After listening to my speech, my audience would understand how videos games make a positive difference for youth.

Food for thought: A speech in first of these two examples (#15), can be entertaining in its general purpose. Whereas the other one (#16), can be informative speech... two different angles to video games as a speech topic, two very different speeches that can serve two different types of project objectives.

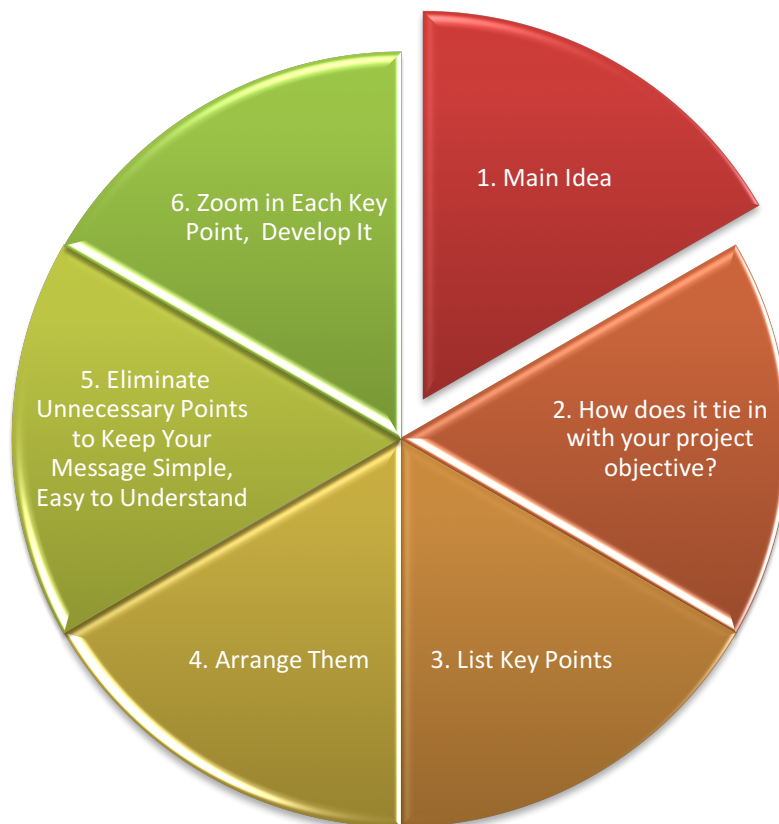


STEP # 4: Identify overall organization/structure/direction for the message.

Read and use description of your project while doing this.

Examples:

- 1) I am telling a story here. So, it's straight-line for me, go in and simply tell my story.
- 2) I want to develop how exciting nanotechnology is for us. My structure/outline for the message:
 - What is nanotechnology, explain it towards beginning of the speech
 - Where do you see it being used today ... give three examples for audience to understand where/how it is touching their lives
 - What excites you about it ... bring in that personal perspective to it
- 3) I want to entertain my audience with stories from my first day at high school. I have three stories/experience to share, and I will transition from one story to the next
- 4) I want to persuade my audience to avoid too much refined sugar. My structure/outline for the message:
 - Harmful effects to your body today
 - Long term impact on your health and well being
 - Talk about soft drinks, ice cream, cookies and cakes
 - Bring in a personal story/experience for personal/emotional impact





STEP # 5: What will make an *intriguing* opening for your presentation?

Write it down, *PRACTICE IT A FEW TIMES*.

Try maybe more than one options for opening, try them out loud, feel them and then pick one.

STEP # 6: What will make a *memorable* ending?

Write it down, *PRACTICE IT A FEW TIMES*.

Try maybe more than one options for the ending, try them out loud, feel them and then pick one.

STEP # 7: What should be the title of my speech?

Questions/Ideas to Consider:

- 1) Avoid giving away your speech, with the title. You want them to listen to your speech to see what it is.
 - a. A speech title in that regard can be very different from title of a written essay or a book.
 - b. Title in a written piece can probably be used to give summary or synopsis of what is in the essay. A speech title on the other hand is a tool to intrigue your audience.
 - c. "What is your speech about?" Well, come and listen to me... ☺
- 2) Title could be word(s) for a key idea that you develop in your speech.
- 3) Title could be the surprise element or a climax that you develop in your speech.
- 4) Maybe, weave in the title in your conclusion, so your speech and conclusion both can be memorable.
- 5) What is one idea that is pivotal for audience to understand your perspective on the topic? Make it your speech title

RECOMMENDED TIMELINE

Complete steps 1-3 by Wed of the week to effectively think about your speech.