



Tool to Organize, Plan, and Prepare for Speech Presentation



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SPEECH PREPARATION FRAMEWORK (REVISION: SEPTEMBER 19, 2019)

FOOD FOR THOUGHT: FINDING, SELECTING 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?

With toastmasters, you are preparing for a speech to achieve objectives of a specific project in your manual. When you are finding a speech topic, keep that in mind as well. Examples:

1. If your speech project is about researching a topic:
 - a. Would sharing a personal story help? Probably not, as you won't have much room to conduct research and use it.
 - b. Would presenting ideas on nanotechnology work? Probably yes, since topic would create opportunity to do research, compile ideas and present them with your speech.
2. If your speech project is about using vocal variety:
 - a. Would telling a story help? Probably yes. Voice inflections can help you develop emotional connections, dialogues in your story can easily lend themselves to vocal variety.
 - b. Would sharing an experience help? Probably yes.
 - c. Would presenting a technical topic help? Yes, and No.
 - i. Yes, if you consciously attempt to inject passion in to your delivery.
 - ii. No, if focus on content takes away from your ability to engage emotionally.

Options a & b would definitely make it easier. However, you can make option c to work for you as well if you put enough preparation and thought into it, and have more proactive mindset for vocal variety.

TWO OBJECTIVES FOR SPEAKER TO DEVELOP PERSPECTIVE WITH THE SPEECH

1. What is your idea to develop with this speech? Make it clear to yourself.
2. Once it is clear to you, the goal of your presentation should be to create that same idea in minds of your audience. What would it take, so that your audience will get your idea? What would it take for your audience to clearly see it from your perspective?



STEPS FOR PUTTING TOGETHER YOUR SPEECH

STEP # 1 – What prompted you to select this as my speech topic? What do you like about it? What does this topic make you think about the most? (Answer any of the three questions.)

- 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: What is your key takeaway from this presentation? Or, what is the main idea with this speech? Describe it in one sentence.



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, different 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 (#11, #12, #13, #14), 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 # 3: Write down outline for your speech.

What are the different ingredients for your speech? How do they fit together so that you can develop your takeaway articulated in step # 2?

Part I – Opening

- Begin with something that will capture interest and attention of the audience.
- Introduce your topic.
- Brief statement to transition into what you will discuss next.

Part II – Main Body

- Main point 1 ... transition
- Main point 2 ... transition
- Main point 3 ... transition

Part III - Conclusion

- Recap your main point(s)
- Close with impact.

STEP # 4: Practice your speech opening.

Put Part I of outline (from step # 3) together. Using that write down your speech opening. Try it out loud, feel it. Revise it in the process, so it flows naturally for you. Practice it at least a few times.

Bring energy and enthusiasm for your speech topic when you start with your speech opening.

STEP # 5: Finalize, practice your speech ending.

Put Part III of outline (from step # 3) together. Using that write down your speech ending.

Think of how this topic can relate to people in your audience personally, or what they can use it in some way for themselves, or a lasting impression you would like to leave so that they will remember your speech.

Try your conclusion out loud, feel it. Revise it in the process, so it flows naturally for you. Practice it at least a few times.

STEP # 6: What should be the title of your speech?

Questions or ideas to Consider to select your speech title:

- 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. 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.

- b. "What is your speech about?" Well, come and listen to me... ☺
- 2) Title could be word(s) for a key idea or theme 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.
 - 6) Tie in title to your key takeaway for them. It will help you reinforce your purpose for the speech, it can help you drive the point home.
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Do you need flash cards? If yes, prepare one for each of the main points in your speech.

Note on Visual Aids:

1. Have a clear plan as to how you think visual aid is going to support your idea.
2. How you think it will add value to your audience in understanding your message.
3. If you can't clearly explain to yourself why you need it, it is probably going to complicate your life and also probably dilute clarity of your message. So, might as well avoid using it.
4. Think about potential visual aids and props to use while putting together the speech outline.
5. Power point or keynote slides presentation isn't the only visual aid option. Bring a project you might have worked on, if speech is about that. Use easel with chart and write/draw/develop on it as you speak, kind of in a way of classroom chalk talk. Bring something printed for everyone in audience, so they can see and follow it when you speak.
6. Q: "What if I use slides to list my main points to develop?" ... A: I'd use it only if you think it will help you reinforce your message for them. If it is used as reminder to yourself as to what is next, might as well use small flash cards that you can hold in your hand. It saves you time of working on the presentation slides as well.
7. When you have power point/key note, remind yourself this ... YOU are the presenter and not the TV screen. TV and your slides is a tool to help you, not replace you. Avoid reading word for word what is on your slide. Once they realize that, they will read ahead of you and then will get bored.