

# Anatomy of a Speech

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Tips to becoming a skilled public speaker

# Introduction

Our purpose today is to provide tools for you becoming an effective public speaker.

# Topics of Discussion

- Obtaining information about the audience and occasion
- Outlining Your Speech
- Writing A Speech
- The importance of practicing
- Dressing for the Occasion
- The Day of the Event

# Obtaining Information About the Event

Who – is your audience

What – is your speech is going to be about

How – long does it need to be

# Outline your speech

- The Introduction
- The Body
- The End

# Writing your Speech

- It should be concise
- It should be memorable
- Use large font sizes
- Double space

# Practice Your Speech

- Ideally, practice with an honest family member, friend or even coworker
- If no one is available, practice in front of a mirror or record your speech and critique it
- There are also apps you can download and use it
- Stand straight
- Speak with passion

# Dress for the Occasion

- Learn as much as you can about the audience in advance –
  - Is there a dress code; is this a professional group;
- Pay close attention to details such as missing buttons, food stains, etc.
- Be comfortable

# The Time Has Arrived The Day of the Speech

- Arrive early
- If you are providing visual aids check with your contact as to where you can set them
- Make sure you have water, facial tissue, even mints nearby
- Remember wear comfortable clothes but be professional
- Make eye contact with everyone.

- Try not to read your speech rather summarize it.
- Leave your audience with two or three takeaways
- When giving statistics, provide sources to support the statistics.
- Leave your audience with two or three takeaways

# Close

- Close strong
- Tie everything together
- Recap your most important takeaway.
- Summarize any actions required of your audience
- Summarize any follow up action items required of you