

# Preparing Speeches

If we fail to prepare, we prepare to fail.  
Here is some information to help you prepare for success.

What is the purpose of your speech? To inform? To persuade? To entertain?  
Once you know the general purpose of your speech, you can begin to prepare for it.

1. Select a topic for your speech. Consider your audience as you do this.
2. Compose your specific purpose statement, central idea or thesis, and main supporting points. (It's sorta like thinking about a 5 paragraph essay) Again, keep your audience in mind especially as you think of supports.
3. Research your speech. Find good material for introductions, conclusions, and supporting material. Use books, internet, newspapers and magazines, teachers, parents to help you.
4. Be audience centered. Who is your audience and what are their needs and interests?
5. Supporting your speech. Use support materials that are:  
Pertinent (that is they relate to your main idea)  
varied  
sufficient (it's so important to have enough support and detail)  
detailed  
appropriate (you know what this means)
6. Outline your speech or make note cards of main points you need to recall.
7. Select visual aids for your speech (see separate handout on this)
8. Practice your speech out loud. Practice makes perfect.
9. Use creative visualization to ensure a successful speech. Imagine yourself being confident and successful. Many athletes use this method.
10. Presenting your speech on speech day. Try to look your best. Be confident that you have done all you can to be prepared. Act like you are loving it!

As often as possible look at and listen to great speeches.