Effective Public Speaking

I. STRUCTURE
   a. Introduction
      i. Attention-Getter
         1. Humor
         2. Question
         3. Striking Statement
         4. Striking Quotation
         5. Short Story
      ii. Significance
         1. Explain, briefly, why your presentation is important to the audience
      iii. Thesis and Preview
         1. Tell the audience *specifically* what you will be talking about.
         2. List your main points (First, second, third, etc.)
   b. Body
      i. Topic Sentence
      ii. Concrete Details
      iii. Interpretation
      iv. Transitions
   c. Conclusion
      i. Restate your thesis
      ii. Restate/list your main points
      iii. Creative conclusion: tie it back in to your attention-getter!

II. PRACTICING YOUR PRESENTATION
   a. Read your speech to a friend or in front of a mirror. Afterward, ask the following questions:
      i. Which pieces of information are clearest?
      ii. Where did I connect with the audience?
      iii. Where might listeners lose the thread of my argument or description?
      iv. Where might listeners become bored?
      v. Where did I have trouble speaking clearly and/or emphatically?
      vi. Did I stay within my time limit?

III. DELIVERY
   a. Stand straight. Avoid fidgeting and swaying.
   b. Make eye contact with the audience members.
   c. Speak loudly and clearly. Use vocal variety, rate of speech, and pauses to your advantage.
   d. Gesture purposefully. When not gesturing, hands should be relaxed at your sides.