

## Making a Speech: Basics

### **The Big Rule**

*Tell them what you're going to tell them.*

*Tell them.*

*Tell them what you told them.*

In other words, your presentation should have three parts: an introduction, body, and conclusion. Let's look at these three parts and see what you should include in each.

### **The Introduction**

The purpose of the introduction is not only to introduce your topic, but also to interest your audience in the topic.

1. Grab the audience's attention by somehow involving them in your topic. You can do this by asking a question, offering an interesting fact, using a quotation or telling a short story. (The question "How many people here have a home computer?" is a lot more interesting than "Today I'm going to tell you about the Internet.")
2. You should preview the content of your presentation by offering a brief outline of what you will be discussing. You may also want to include why you choose this topic to present on.

### **The Body**

The body of your presentation should support your introduction by offering facts, opinions, and reasons to support your topic. It should contain at least three ideas with supporting details to illustrate your point.

### **The Conclusion**

The conclusion should restate the main points without giving examples. Think of it as a brief summary, which emphasizes what you want the audience to remember. You can finish with a recommendation, a personal thought, an observation, or a question. Your closing statement (the last statement) should pull your presentation together.

## Making a Speech: Do's and Don'ts

1. **Be organized!** The more organized and **focused** your presentation is, the more relaxed you'll feel.
2. **Breathe!** It helps you relax.
3. **Speak clearly** and **slowly** and **loudly** for your audience.
4. Use **vocabulary** that is **appropriate** for your audience. If you use new vocabulary, make sure you explain it and write it on the board.
5. **Make eye contact** with all members of your audience.
6. **Stand up straight**
7. Use **hand gestures**.
8. **Don't read** your presentation. You can use short notes, but reading a presentation is unnatural; also, it makes it very difficult for your audience to follow.
9. **Practice** your presentation with a partner or in front of the mirror.
10. Remember to thank your audience.

## Speech Grading

*(needs improvement)*    1    2    3    4    5    *(good)*

1. The introduction caught my attention.	1	2	3	4	5
2. The presenter spoke clearly.	1	2	3	4	5
3. The presenter spoke at a good volume.	1	2	3	4	5
4. The presenter spoke at a good pace.	1	2	3	4	5
5. The presenter stood up straight.	1	2	3	4	5
6. The presenter used effective hand gestures.	1	2	3	4	5
7. The presenter made eye contact with audience.	1	2	3	4	5
8. The presenter provided some good examples.	1	2	3	4	5
9. The conclusion wrapped up the speech.	1	2	3	4	5
10. I found this topic interesting.	1	2	3	4	5

Name \_\_\_\_\_

## Peer Notes and Evaluation

Person Presenting: \_\_\_\_\_

Topic: \_\_\_\_\_

**Listen carefully** and take some **notes** while listening to the presentation.

What are the <b>key words</b> ?	What are the <b>main points</b> ?	What are some <b>details</b> ?

Please rate each of the following criteria on a scale of 1 to 5:

*(needs improvement)*    **1**   **2**   **3**   **4**   **5**   *(good)*

1. The introduction caught my attention.	1	2	3	4	5
2. The presenter spoke clearly.	1	2	3	4	5
3. The presenter spoke at a good volume.	1	2	3	4	5
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9. The conclusion wrapped up the speech.	1	2	3	4	5
10. I found this topic interesting.	1	2	3	4	5

Do you have **comments** for the speaker?