

How to Give a Successful Speech

I. Introduction

A. Types of Hooks

1. Quotations
2. Definition
3. Story
4. Startling Fact/Statement
5. Statistic
6. Rhetorical Question/Hypophora

B. Thesis Statements

1. Last sentence of intro
2. States the main idea in a single sentence

C. Starting off poorly (don't do these)

1. Cute story not related to speech
2. "Today I'm going to talk about..."
3. Apologize

II. Giving the Speech

A. Use note cards if necessary

1. Do not read them
2. Do not write out word for word
3. Do not memorize

B. Physical Aspects of Speeches

1. Do not fidget
2. Good posture
3. Eye contact
4. Gesture

C. Voice

1. UALs
2. Volume
3. Inflection
4. Two-headed sentence

III. Conclusion

A. Methods of Conclusion (Do these)

1. Connect to the audience
2. Refer to hook
3. Restate thesis

B. Ending on a bad note (Don't do these)

1. End abruptly
2. Add new material
3. Multiple endings
4. Apologize

IV. Methods of Practice

A. Video

B. Live audience

C. Mirror