

# Basic Speech Making Tools

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**“Getting there isn’t half the fun – it’s all of the fun.  
Robert Townsend**

## Opening, Body, Conclusion

- Opening      Interesting and captures audience’s attention  
                    Memorise opening if possible
- Body            Select three or four main points at most  
                    Emphasis them by using examples, stories or anecdotes  
                    Too much information may overwhelm
- Close          Tell the audience what you have just told them  
                    Memorise your conclusion if possible  
                    Leave them with something to remember

## Prepare Yourself

- Practice until you are comfortable with it
- Present it to someone who can give you feedback
- Tape yourself – one of the best ways to improve your speaking ability
- Appearance is important – be well groomed and appropriately dressed for your presentation.
- ENJOY YOURSELF

## Presenting your talk

- Nervousness is common to every speaker – use it to add excitement to your delivery
- Take a deep break and slowly exhale to allow your voice to sound natural
- Acknowledge the chair and your audience – “Mr/Madam Chair, Ladies & Gentlemen”
- Eye contact – look directly at people in your audience for a moment before moving your eyes to someone else
- Hand gestures – unless you are using your hands to demonstrate or emphasise a point, leave them at your sides
- Respect any time limits you have been given
- Accept your applause
- ENJOY YOURSELF

## Simple Sample speech outline

### **Opening**

1. Captures attention
2. Leads into speech

### **Body**

1. Main Point One
2. Support Material
1. Main Point Two
2. Support Material
1. Main Point Three
2. Support Material

### **Conclusion**

1. Review or summary
2. Call to action or memorable statement

## Body Language

Body language should look natural and unrehearsed and be consistent with the meaning of the words being spoken.

### **Stance**

- Stand still and face your audience during your opening and close, and when you are making an important point.
- Stand straight and look at your audience, feet slightly apart and your weight evenly spread on both feet will show confidence and poise.

### **Gestures**

- Use arms, hands, head to emphasis what you are saying. Examples of size, shape, direction, importance and comparison.
- Gestures should be full and varies – doing same movements repeatedly is distracting.

### **Facial Expression**

- Your expressions should be consistent with the feelings you are communicating.
- Any conveys what your audience should be feeling – you smile, they smile.

## Visual Aids

### Design

- Make them visible
- Limit each visual to only one main point or thought
- Use no more than six lines of text, and no more than six words per line per visual
- Keep them simple

### Display Tips

- Display visual just before you talk about it.
- Maintain eye contact with audience as you display visual
- Display it long enough
- Don't block visual
- Do not write as you speak
- Display the correct visual – have them in order and check before your presentation.
- Rehearse
- HAVE A BACK UP PLAN

## Enjoy the experience – Join Toastmasters

Toastmasters meetings are a safe environment in which to learn. Everyone who attends is there for the purpose of gaining the skills from the Toastmasters educational programme. You will learn the basic techniques to capture your audience and effectively communicate your message. Participants at meetings have a variety of opportunities to learn about public speaking at every meeting. Mutual support and encouragement are the cornerstones of Toastmasters meetings.

- **We learn by practicing speaking in front of the group**
- **Listening to others speak to the group**
- **Evaluating and listening to evaluations of speeches**
- **Learn at your own pace**
- **Improve your self confidence**
- **Improve your listening skills**
- **Sharpen your thinking**
- **Develop your leadership skills**

[www.toastmasters.org.nz](http://www.toastmasters.org.nz)

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