



PUBLIC SPEAKING

OVERVIEW

Parts of a Speech

- A speech has three main parts:
 - Introduction:** Gains audience attention, orients the listener to your topic, and prepares them for your speech
 - Body:** Contains at least 75% of the information you will speak about. It is divided into 3-5 main points. Each main point is clearly stated and supported by sub-points containing your research and supporting material
 - Conclusion:** Reviews your main points and provides closure by ending with a strong final statement
- The delivery of a speech is effective when the speaker knows the material well, maintains eye contact with the audience, uses a variety of vocal changes, and appears to move naturally

Types of Speeches

- A **informative speech**, or report, lecture, or workshop is designed to explain, instruct, define, clarify, demonstrate, or teach
 - Can be formal or informal
 - While it is important to keep the audience's attention, and audience enjoyment is a bonus, the main motivation is to be a distraction
 - Used in conferences, educational institutions, and workplaces

- Persuasive speeches**, debates, sales presentations, and speeches influence, convince, motivate, call products, preach, or stimulate action
 - Must inspire purposeful emotion
 - Audience entertainment is irrelevant as long as they are getting attention
- The **expository speech** entertains, informs, or helps listeners to collaborate, bond, or communicate
 - Is most often informal
 - Should inspire emotion, only successful if the audience enjoys it
 - Used in political contexts, wedding parties, and events
- The **improvised speech** requires you to speak on the spot at the moment with little or no preparation time
 - You can successfully do this by thinking of two to three main points as you may say to the front of the room
 - If you think you might be asked to do one, even five minutes of preparation will make those main points
 - Used in workplaces, USA sessions, wedding parties, and company gatherings
- The **storytelling speech** enhances one's cultural identity by building a common understanding of tradition, morals, values, goals, and desires
 - Entertains and inspires listeners
 - Confines to narrative and expository speech styles

ANALYZE YOUR AUDIENCE

- Analyze the demographics and attitudes of your audience
 - Consider how your audience's knowledge of your topic and point of view will affect the way you will deliver your message
 - Think about your audience's intended reaction to your message, and structure your words and ideas accordingly
 - Determine how you will address information in relation to your audience's age, gender, ethnicity, and status
 - Anticipate whether your audience will agree, remain neutral, or disagree with your message
- When possible, collect information about your audience before you begin your speech
 - Interview selected audience members to gain insight into the views of the audience
 - Observe the audience, or draw from your general inference
 - Use a survey questionnaire to poll your audience or a group of people with related characteristics
 - Ask a lecturer to lend you to speak about your audience and their points of view

SPEECH TOPICS

- Select and analyze your speech purpose and topic
 - Determine the purpose of your speech and decide which type of speech you are giving
 - Consider the occasion, audience expectations, circumstances surrounding your speech, and your own background and knowledge
 - Develop a list of possible topics
 - Some of the best speech topics are about subjects the speaker is unfamiliar with, but would like to learn more about
 - Writing about what you know and love lets you share your passion with your audience
 - Brainstorm for making
 - A list of everything you might want to speak about. Then ask a potential audience member which one sounds most interesting
 - A concept map, which allows you to generate ideas without evaluating them. It helps you develop a wide variety of choices. (See example at right)
- Once you have your topic, choose two to five main areas or ideas you will speak
- Next, a thesis statement should be distilled and stated in one single declarative sentence



This concept map shows an idea flow from a broad topic assignment to a speech about Southwest Airlines.

THE BASIC SPEECH OUTLINE

- Introduction**
 - Attracting notice
 - Significance
 - Credibility
 - Thesis statement
 - Preview
 - Transition into your first main point
- The main body**
 - First main point**
 - First sub-point and supporting material
 - Transition closing off first main point and opening main point two
 - Second main point**
 - First sub-point of this section and supporting material
 - Second sub-point and supporting material
 - Transition closing off second main point and opening third main point
 - Third main point**
 - First sub-point of this section and supporting material
 - Transition into conclusion
- Conclusion**
 - Review of main points
 - Final statement
- Bibliography** listing the material used in the speech. Usually is handed on a card or an accompanying PowerPoint presentation. Not delivered verbally; must not be skipped though

RESEARCH YOUR TOPIC

- Look for research material, including
 - Visual aids to illustrate your point or capture your audience's attention
 - Policy questions to carry up an argument
 - Relevant stories to keep things interesting
 - Scholarly evidence to prove you are right
 - Information on what other people think about the topic
- Locate research material using
 - Library card catalogs (available online)
 - Periodicals and other indexes
 - Abstracts
 - Government resources
 - The Internet
- Compare resources for speech material
 - Print books such as letters and reflections books, reference books, dictionaries, encyclopedias, almanacs, magazines, journals, newspapers, and pamphlets
 - Electronic media such as the Internet, scholarly databases, videos, television, blogs, or radio programs
 - Personal interviews with experts in the field. Conducted once you are familiar with the subject
- Locating speeches
 - Speech Index** is a reference book that will help you find a speech on a specific topic by a specific individual
 - Representative American Speeches** is an annual collection of significant American speeches

TIP: When using the Internet for research, only use reputable websites. Avoid directly using crowd-sourced websites. Compare strongly opinionated material with the opposing point of view.

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Teaching Assistants Guide To Public Speaking

Léo Pomar



Teaching Assistants Guide To Public Speaking:

The Teaching Assistant's Guide to the Basic Course Katherine Grace Hendrix, 2000-08 Written by Katherine G Hendrix University of Memphis This guidebook is designed for the new Communication teacher Based on leading communication teacher training programs the guide covers general teaching and course management topics as well as specific strategies for communication instruction For example providing effective feedback on performance managing sensitive class discussions and conducting mock interviews

Speech Exercises for the Classroom, 2017-09-16 When I began teaching public speaking courses I considered myself lucky My fellow Teaching Assistants and later professorial colleagues would often state they were at a loss in coming up with classroom exercises for their students In my graduate days other TAs would come into our shared office space flustered and would say they had to teach in 30 minutes and had no idea what they were going to do I would always have an answer I seemed to have a knack for coming up with different exercises based upon what they were covering in class I didn't pay attention to this talent until I became a professor and realized that my friends and colleagues were still asking me the same questions The professors weren't asking 30 minutes before class but they were still asking what they could do It dawned on me I was the go to guy If you need classroom exercises for your speech students then you need this book Praise for Dr Akil's Speech Courses and Classroom Exercises What students are saying about Bakari Akil's teaching methods I have never had such a wonderful teacher He really challenged me as a student and got me to understand my potential In addition my classmates agree that he is the first guy who really stressed the importance of being who you are not a facade This course helped me realize how important public speaking is and taught me valuable techniques that will help me on the job and during every day life Dr Akil let us practice public speaking every day of class and I think this really helped other students and me get over speaking anxiety I would definitely recommend him to other students Very good professor He made the class fun and interesting Good class Dr Akil has a great personality and always displayed lots of professionalism Everyone got to speak in public several times nearly every class period Also there was a lot of student interaction which I loved I would definitely recommend him His teaching style helped a lot with the actual speeches Going in front of the class everyday made us more comfortable with our speaking Dr Akil is a wonderful professor and teaches speech perfectly He makes all of his students comfortable and allows them time to adjust to speaking in front of a group of peers Everyone must do every assignment whether they are nervous or not which is completely fair and helps students get over their anxiety I recommend this teacher to anyone who needs a speech course

The Elements of Public Speaking Joseph A. DeVito, 2000 Elements of Public Speaking 7e provides a highly engaging and comprehensive survey of public speaking in a flexible format adaptable to a variety of classrooms The major themes of the new edition are its integrated coverage of new technology inclusion of ethics emphasis on listening expanded coverage of culture and gender and continued coverage of critical thinking

Mastering Public Speaking George L. Grice, John F.

Skinner,2007 Mastering Public Speaking equips readers with a firm grounding in the hows and whys of public speaking by providing an ideal balance of theory and skills while placing important emphases on critiquing ethics and critical thinking With this top selling book readers learn how to think critically as they choose speech topics conduct research organize content select language manage nervousness and deliver speeches Theory into Practice and Try This features help readers understand and apply concepts and strategies of public communication to enhance their speaking competence Mastering Public Speaking adds interest and relevance to all aspects of the speech making process Resources in Education ,1997

Public Speaking Michael Osborn,Suzanne Osborn,1997 Instructor's Classroom Kit, Volume I, for Public Speaking Michael Osborn,Suzanne Osborn,Randall Osborn,2011-02-02 Pearson s unparalleled Classroom Kit includes every instruction aid a public speaking professor needs to manage the classroom Organized by chapter each volume contains materials from the Instructor s Manual and Test Bank as well as slides from the PowerPoint Presentation Package that accompanies this book The fully updated two part Instructor s Manual can also be used as a text for training teaching assistants Part I of the manual includes sections on the purpose and philosophy of the course preparing a syllabus various sample syllabi an assortment of speech assignment options a discussion of evaluating and grading speeches and a troubleshooting guide with teaching strategies for new instructors Part II offers a chapter by chapter guide to teaching Public Speaking including learning objectives suggestions for teaching lecture discussion outlines classroom activities and transparency handout masters The Test Bank contains multiple choice true false and short answer questions Answers are provided for each question Available for download at www.pearsonhighered.com irc access code required *Handbook for Teaching Assistants* American Chemical Society. Division of Chemical Education,1974 **Irm Conf Public Speaking** Sellnow,2004-03 This manual offers a wealth of suggestions for setting up the course including syllabi and daily schedules The manual is filled with speech assignments activities extended chapter outlines and sample lesson plans that include activities for all learning styles The test bank offers numerous test questions of various types including recall conceptual and application **Successful Public Speaking** William A. Haskins,Joseph M. Staudacher,1987 *Forthcoming Books* Rose Army,2000 *Teaching Public Speaking* Glen Williams,1999 **Subject Guide to Books in Print** ,1991 **Principles of Public Speaking** Kathleen M. German,Bruce E. Gronbeck,2000 This best seller s practical approach to building speaking skills emphasizes speaker responsibility critical thinking and listening and cultural awareness In an easy to use way this book covers everything you need to know to speak successfully in public anyone interested in improving their public speaking skills **Speak with Confidence** Albert J. Vasile,Harold K. Mintz,1999-08 Serious degradation mechanisms can severely reduce the service life of concrete structures steel reinforcement can corrode cement matrix can be attacked and even aggregates can show detrimental processes Therefore it is important to understand how damage can occur to concrete structures and to appreciate the timing of the actions leading to damage *Damage to Concrete Structures* summarizes the

state of the art information on the degradation of concrete structures and gives a clear and comprehensive overview of what can go wrong Offering a logical flow the chapters are ordered according to the chronological timing of the actions leading to concrete damage The author explains the different actions or mechanisms in a fundamental manner without too many physical or chemical details to provide greater clarity and readability The book describes the different causes of damage to concrete including inappropriate design errors during execution mechanisms occurring during hardening of concrete and actions or degradation mechanisms during service life hardened concrete The degradation mechanisms are illustrated with numerous real world examples and many drawings and photographs taken of actual structures Written as a textbook for students as well as a reference for professionals this easy to comprehend book gives readers a deeper understanding of the damage that can occur to concrete during the construction process and service

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