



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 consideration is for a clear message
 - 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 **impromptu 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 traditions, morals, values, goals, and desires
 - Entertains and unites listeners
 - Confirms and reinforces 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
 - 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 located on a slide 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 and 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 opposite point of view.

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Teaching Assistants Guide To Public Speaking

M Lipman



Teaching Assistants Guide To Public Speaking:

The Top Books of the Year Teaching Assistants Guide To Public Speaking The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the captivating narratives that have captivated audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Teaching Assistants Guide To Public Speaking : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Pape, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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