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Speech 004

May 11, 2011

25 Speech Tips

My Personal 25 Speech Tips

1. Choose a topic I care about because I will be the one presenting it. Speeches are better

prepared if I enjoy what I am doing.

1. Dress myself for success no matter what speech I am giving. When I find the time to

dress up, it shows that I care about my performance.

1. Brainstorm my speech for more information. I need to find information that is meaningful

and well thought out.

1. Make sure to know my audience well because not everyone in the audience may share the

same physical emotions or feelings toward that particular speech.

1. Prepare my speech with practice. By having an outlined and well-developed speech, I

can be sure that I will not forget anything that I want to talk about.

1. Remove apologies from my speech because this shows insecurity and doubt.
2. Grab my audience’s attention from the start because I need to make sure that the focus is

on what I am talking about.

1. Practice my speech well enough that it is not memorized because if I am not completely

focused as I should be, I will not address my audience as I should.

1. Use my note cards effectively because they help me remember the order of my speech.

Color coding and using key phrases will help me know where I am in my speech.

1. Speak and sound conversational to my audience because people tend to listen better if

they feel like I am having a conversation with them.

1. Use hand gestures throughout my speech. Allowing me to gesture every now and then

will help ease tension and it can add to the overall speech. When I gesture, it gives me

confidence and a warm sensation in knowing that I am enjoying what I am talking about.

I also feel that I am well prepared.

1. Use any visuals that I may have. Most people are not just auditory learners. Many

people are visual learners as well. By providing visuals for my audience, it keeps them

entertained and not bored.

1. Avoid fillers when giving my speech because words such as “um” and “ok” are

distracting to my audience

1. Make strong eye contact. My audience does not want to look anywhere but into my eyes.

When I am looking down, I am not focusing on my audience, and this can be a distraction

to them.

1. Present my speech calmly and confidently. I should reinforce a positive environment

before and after my speech. I should never put myself down for something I did not do

or something I could have done better. I need to have a positive attitude with myself and

avoid negative thoughts. The audience does not know what I am thinking inside.

1. Project my voice to the audience. I need to make sure everyone can hear me and not just

the people in the very front.

1. Use enthusiasm during my speech because it makes me sound excited about what I am

talking about and my audience will focus better.

1. Provide any credibility when giving my speech. Anytime I take information from

another source, I should mention it during my speech. Nothing is worse than taking

someone else’s work and stating it as my own.

1. Avoid long pauses in my speech. Too many long pauses can become extremely

uninteresting to my audience. Not only do they want to see what I am doing but they

should also hear me as well.

1. Use transitions in my speech. When I am going from one idea to the next, I should let

my audiences know that. Providing strong transitions will lure my audience to listen for

what will follow.

1. Use facial expressions because it only adds to my speech. Having a neutral face can be

very distracting to my audience. When I show emotion, my audience can infer what I

may be feeling inside. If I am talking about something happy, I should look happy. If

something is sad or depressing, I should show it.

1. Elaborate my ideas. If I mention something that I want my audience to know about, I

need to explain myself. I should never leave my audience hanging.

1. Use any testimonials I may find. If I am trying to sell a particular product or service, it

would be nice to know what other people may feel about it. Also, if I am demonstrating a

particular recipe, I should find some testimonials on that as well. People are more convinced

when testimonials are given.

1. Allow time for my audience to ask questions. They may bring up something that I may

not have even talked about during my speech. This also allows me to get to know my

audience better.

1. Evaluate myself after each speech. I should review the strengths and weaknesses that

others may have pointed out. This prepares me for the next speech that I have to give.