

A Few Tips on Speech Delivery

HOW TO REDUCE FEAR OF SPEAKING aka Speech Anxiety

1. Select comfortable topic and know it
2. Know your audience
3. Know yourself, your values and your uniqueness
4. Take time to prepare – know your speech
5. Imagery—Imagine giving a successful speech
6. Give yourself coping statements
7. Breathe
8. Try to eliminate irrational thoughts -- no, you aren't going to die
9. Focus on communication, not yourself
10. Take advantage of forced speaking opportunities

So what is delivery anyway??

Delivery: the presentation of the speech using voice and body to create the desired effect

Components of delivery: (Vocalics)

Volume: Loudness of the voice

Pitch: Placement of the voice on the scale—ranging from high to low

Rate: The speed at which a person speaks, measured in words per minute

Pauses: Periods of brief silence within a speech

Articulation: Precision and clarity

Enunciation: Precision and distinctness in sounding words

Rhythm: the sense of movement or pacing within a speech

Dynamism: Overall excitement and appearance of dynamic speaking (enthusiasm!)

A Few things to Think About on & before Speech Day!

- **YOU MUST PRACTICE OUT LOUD.** If the your first time saying your speech out loud is when you present for a grade, chances are you are going to have some mistakes... not to mention not having a clue how long it actually is. If you practice, you will get better and your confidence level will increase. Go home and entertain your family, friends, pets, stuffed animals, yourself in the mirror or your imaginary friend! You may feel silly, but I promise this helps!

- Don't point out your own mistakes. You are the expert on this topic during the time your speech is made.

- Be yourself. Your audience will forgive your nervousness, but they will be turned off by false modesty or bravado.

- Speak in the level of language that is suitable to the occasion. Don't assume that the entire audience knows all of the technical jargon of your passion. If the occasion demands a tux, then your words should be addressed appropriately.

- Look for a creative angle on your topic. Capture your audience's attention this way.

- Think and speak in outline terms. Avoid reading every word to your audience.

- If you stumble, don't repeat sentences or phrases unless they are pivotal to your speech.

- Be confident in presentation... even if you aren't, act like you are. Sometimes pretending to be confident will actually make you confident. A speaker's poise and confidence communicate as effectively as the words that are spoken.

If you don't provide passion and energy in your speaking, you will lose your audience and they won't care about your message. If you are bored, your audience will be bored too. Don't make the audience want to stab dull objects in their eyes just to stay awake. It is the responsibility of the speaker to provide the gusto!!!