



Comm Skills Virtual Learning

Public Speaking

Delivering the Speech

April 20, 2020



Lesson: [April 20, 2020]

Objective/Learning Target: Students will use effective verbal strategies in speech presentations.

Bell Ringer/Let's Get Started

Think about the following: Why should you take the time to enhance your delivery, and how important is the dynamic first impression of anything - whether it be a speech, a house, a car, or a person?

Are first impressions important to you at all?

Lesson/Activity

Today we are going to practice delivering our Recommendation speeches.

We will use the extemporaneous method. With the extemporaneous method, you don't write out your speech word for word, nor do you commit the words to memory. You may use an outline to keep your carefully prepared ideas in order.

Lesson/Activity

A three-by-five notecard can be used.

You might want to jot down each of the major transitions or some words or phrases that make your speech flow from one section to another.

Examples:

In the first place

Next

last

Lesson/Activity

You can include key words related to major divisions to make sure that your main points are clear.

“The lack of clean water is my next area of concern.”

Reminders

Be natural; be yourself

Look at your audience

Pay attention to audience feedback (and adjust!)

Lesson/Activity

Tips for Using Notecards

- Don't have too many
- Use only key words and phrases
- Practice with the note cards before the presentation

Practice

Practice delivering your speech from a key word outline.

Try using note cards or a single sheet of paper.

If possible, record yourself and make notes of your strengths. In what ways can you improve?

Don't forget to time! How close to 5 minutes is your speech?

Delivery Checklist

_____ I make frequent eye contact with the audience.

_____ I use an outline or note cards to guide my speech. I do not read from the script.

_____ I have a clear thesis statement. My main points support my thesis.

_____ I have an opening that engages my audience and previews my points.

_____ I have a powerful, memorable conclusion.

_____ I speak for at least 5 minutes, but less than 6.

Additional Resources

[Extemp Speech Example](#)

[Delivering Your Speech](#)

[Speech Anxiety](#)