

SPEECH PREPARATION ACTIVITY

STEP 1: What are you going to talk about? Answer the following questions.

1. How do your paper and product connect?
2. What emotions did you experience as you worked through the paper and project? (Anger? Excitement? Pride? Frustration?)
3. What problems did you encounter? (Money? Time management? Skill deficiencies?) Explain.
4. What personal growth did you gain from the paper and project? What self knowledge did you gain? What knowledge of your topic did you gain?
5. How did the project affect your plans for the future? Explain.
6. What project advice would you pass on to next year's seniors? Explain.

STEP 2: How am I going to say what I need to say? Use the answers to the questions above as references.

1. Organization - jot your ideas on separate 3x5 cards and arrange them into an order that is logical and pleasing.
2. Slip blank cards into spaces where visual aid is needed or would be appropriate.
3. Add blank cards for introduction and conclusion.
4. If you have a project that can be displayed, jot your ideas for that display on another card, i.e., photographs.
5. Plan your introduction. This introduction should:
 - a. Grab attention
 - b. Make your research thesis clear. (Be sure to mention both paper and project).
 - c. Take no more than 60 seconds.

Consider using quotations, readings, dramatics, jokes, surveys, or other audience participating sets, games, audio-visual devices, demonstrations, or questions.

6. Plan your conclusion. A good conclusion should:
 - a. Restate topic/thesis
 - b. Leave the audience thinking
 - c. Take no more than 30 seconds

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(Continued)

7. Create a speech outline from cards.
8. Plan the display of your project. Will it be an on-going, integral part of your speech, such as a slide show? Will it be part of your introduction? Will it happen after your conclusion? Will you wear it, sit on it and/or serve up samples? Avoid passing items around during your speech; this practice is distracting to the judges.
9. Plan your visual aids. Plan to point to these aids during the presentation.
10. Make sure your teacher knows what AV equipment you will need.
11. Look at each idea card and fill in details, colorful anecdotes, and factual information.
12. Place all cards back in order and began practicing your speech. As you are practicing, gradually wean yourself from your cards. By Senior Board Night, you should be able to present your information from memory. Your speech outline will be the only aid you should use. Under **no** circumstances should you read your outline. Try to refer to the outline as little as possible.