**Speech Delivery Tips**

1. Condense Your Main Message. Ideally you should get it down to a 30 second blurb. How do you do that? Start with the goal of your speech. Is it to convey knowledge? If so what is the main thrust? Remember, you have your Triad or your **Three Main Points**. Even if you need to cover many different ideas, try to categorize them into 3 main points that all tie back to your *Main Message*. Let your audience know you'll be talking about those 3 main points in the beginning. This will help them to follow along, especially if you are not using visual aids.

Like we went over yesterday, the best structure for effective speeches and presentations consists of an introduction, body and conclusion. In the introduction tell them what you are going to talk about. In the body deliver three key messages using practical examples to reinforce your points and messages. Finally, in the conclusion summarize what you told them and always give your audience the opportunity to ask questions and engage with you.

2. Include only the Most Powerful Data and Facts. Like preparing your main message, collect all the data you think you might want to include in your speech. Then go through it all and include only the data that helps you dramatically drive home your main message and your 3 main points. Less is more. If the data doesn't pack a punch don't include it.

3. Visual Aids may be of interest to you. Don’t be afraid of Power Points or Artifacts that may be of interest to the audience and help them understand the main points in your argument. *Only use visuals that help us understand your main points.*

4. Speech Outline Cue Cards. If you must use a prompt, use flash cards that only contain an outline of your speech with the main topics and facts. Reading from a script will sound like just that and will most likely not engage your audience.

5. Get their attention with a fact, start them off with a quote, surprise them, or lead them in with your best material – any of the above ideas are great techniques to use when starting your speech. You want to grab the audience’s attention and hold it. Don’t start soft and hope that they stay with you until the end when you knock their socks off; that just doesn’t work. If you are afraid that you have used your best line, don’t worry about adding again at the end. It will seem like your speech is coming full circle.

\*Also, it is a good idea to introduce yourself and your topic in your introduction is the audience is not familiar with either you or your topic.

6. Never turn your back on the audience; always face them and make eye contact with them. Your aim is to show that you are an engaging speaker. If you are using visuals, stand to the side of them and face the audience when speaking.

7. Relax, Smile and Have Fun. Make it a point to enjoy giving the speech. What's the worst that could happen?