Giving your speech
The key to presenting an effective speech is being prepared. This involves knowing who the audience is, what you are going to say, and how you will say it.

Six important things to remember:
1. Get to the point quickly and make sure everything you say is relevant to your topic.
2. Tell the audience that you know them and their interests and concerns.
3. At the beginning of your speech tell the audience how your speech is organised.
4. Convince the audience you know your topic.
5. Present your most important point first. Tell the audience you are about to make your key point and then tell them what it is. Be clear and confident.
6. Warn the audience you are about to finish and always end on a positive note.

Preparing your talk
Make sure you know what is expected of you.
Check:
- topic
- audience
- purpose
- length of the speech.

Research your topic by reading and collecting information from a range of sources.

Write out some notes in point form to help you think about:
- your introduction
- how you organise the body of the your speech
- what your main points will be
- how you will end your speech.

Presenting your speech
It is important to practice your speech. You can use a tape recorder, rehearse in front of a mirror or with a small group of friends.

Remember:
1. Speak loudly, clearly and at a moderate pace.
2. Make eye contact with your audience and move your eyes around the audience.
3. If you are using cards, pause to look at your palm-sized notes.
4. Make sure you know your opening and closing really well, try to learn these by heart and practise them often.
5. Emphasise any major points you are making, making them clear to the audience. Pause to give the audience time to think after each key section of your speech.
6. Appropriate gestures can help you emphasise the important points you want to make, but don't over do them. Make your gestures look natural.
7. Begin your speech by addressing the chairperson or the person who introduced you, and then the audience.
8. Be confident when concluding your speech to leave the audience with a positive view of what you had top say.