



SPEECH PREPARATION

Opening, Closing and Title



Opening a Speech

Interesting / Attract attention

Rapport with audience

Indicate your message

Fit the title and the type of speech



Opening a Speech

Physical Action

Asking a question

Use an anecdote

Humour



Opening a Speech

A quote or a Fact

Use of Prop

Involve the audience

Calling for Action



Opening a Speech

Perfect Delivery

Grammar
Stance

Pronunciation
Gestures
Facial Expression

Voice
Pause



Closing a Speech

Begin by addressing

Restate your main idea

Summarise



Closing a Speech

My objective today was - - - - -
Have I conveyed the message ?
(or Are you now convinced ?)



Closing a Speech

Leave with a Take away

Quote Verse Slogan Punch Line

Make them Chant

Extract an answer

Call for action



Closing a Speech

Know your Conclusion Well

Hand over Control



Title

Title to create interest

Title used powerfully in speech.



Title

Right emphasis

Theme is 'unemployment'.

Emphasis

Official indifference
Social Security
Jobless led astray

Title

Won't work; won't let others work
Haves have to support Have-nots
Idle man's mind is



Title

Word Play

- Gaining a Loss
(About obesity)

Suspense

- My first Romance
(need not be what people think)

Make one wonder

- Of Roses and business cards
(informative speech on names)

Well Known Phrase

- Twinkle, twinkle, little star
(speech about Astronomy)