

# Public Speaking Guide

Steps to success with speeches by Tina Seher



## What is Public Speaking, and why do we do it?

Each year members are encouraged to complete a speech and present it to their club. Your club constitution may require a speech to be completed by each member in order to achieve at the end of the year. However public speaking is so much more than just a requirement. By addressing an audience and making an impact with your message, you are adding skills to your 4-H tool belt. You will use public speaking throughout your life, and by developing this skill at a young age, your one step ahead.

## What makes a Speech?

All speeches are judged in these 5 areas....

### Introduction:



You want to show the judges that you have picked an interesting and worth while subject. This is your time to catch the audiences attention and introduce yourself. Also you want to address everyone who is attentively listening to you. Here is an example...

“Wayne Gretzky has got the puck, he is flying down the ice, it’s only him and the goal tender now. He shoots, he scores!!!!  
Madame/Mr. Chair, honorable judges, ladies and gentlemen and fellow 4-H members. My name is \_\_\_\_\_ and today I will be telling you about Hall of fame’r Wayne Gretzky.”

It is always good to start with a sentence that opens up your subject and also captures their curiosity. Then followed by your address to the audience, and introduction of yourself and your topic.

### Content:

Senior members have a time limit of 5-7 minutes, and junior members 3-5 minutes. Choosing a subject can be difficult, especially if it’s your first time speaking. A topic you have passion for and knowledge of will be a good start. Judges will be looking for accurate information and evidence of thorough research. Your job will be a lot easier if its something you find interesting. So do your best to be thorough and imaginative.

*“Learn to do by doing”*

**You want to keep your audiences attention, and have them follow the purpose of your speech. Don't worry about using many numbers and facts in your speech. They definitely add to your presentation, however it is important to focus on making your speech flow smoothly. You want to develop your speech so it stays on topic and has a logical conclusion. As well your choice of words and sentence structure are important, so don't forget your grammar.**



## **Presentation:**

**When it comes to presentation, judges are looking to see if your appropriately dressed and groomed. This means that you should be wearing semiformal clothing. Avoid wearing jeans, hats and runners. You want to wear your "Sunday's best." A nice shirt, dress pants and appropriate shoes are required. If you have long hair, be sure its pulled back out of your face. The audience wants to see and hear you clearly, so hiding behind clothing or your hair is something to avoid. In public speaking there is no use of costumes or props. For example if your giving a speech on Harry Potter and planning to wear a Harry Potter T-shirt you should think twice about your wardrobe choice.**

**Your voice is your main tool, so work on speaking clearly and having good projection so everyone can hear you. You also want to have poise, which means trying your best to be at ease and project confidence. Getting up in front of a crowd can be nerve racking so the only way to get better at public speaking is to get up there and do it. Gestures are also an important tool. Standing still and reading from your cards is something to avoid. Try to have lots of eye contact with the audience, and your gestures should be natural and effective.**



## **Summary:**

**This is the time to finish off your speech and have a final affect your audience. You want to summarize all that you have presented to the audience, and bring it all together to a final conclusion. You want to have your message stick with the audience, and if all goes well they will walk away with more knowledge on your topic.**

## **Overall Impression:**

**This is where your mastery of the subject, strength of presentation, and reception by audience are all marked. It is the last thing you will be marked on so that's why you want to finish with a strong summary as a lasting impression on the judges and audience.**

***"Learn to do by doing"***