Basics of Public Speaking

Steps in Choosing a Topic
○ Choose a topic that interests you.
○ Consider aspects of topic that would interest your audience.
○ Should be targeted at your audience’s level of understanding and interest.

Thesis
○ Should be a declarative sentence.
○ Should be a single idea.
○ Should reflect consideration of audience.

Prepare Main Points after Thesis
○ Each main point sentence must be declarative.
○ Should summarize the theme of that section.
○ Develops and refers back to the thesis

Develop Each Main Point
○ Use a variety of evidence (statistics, examples, quotes from experts) and be sure to verbally cite sources. Choose sources that audience will find credible.

Prepare Introduction after Main Points
○ Capture attention (short story/example, startling statistic, quote, rhetorical question).
○ Relate topic to audience and establish credibility as speaker.
○ State thesis and preview main points.

After Introduction, Prepare Conclusion
○ Summarize main points or thesis.
○ Provide closure and If appropriate, call to action.

Evaluate Need for Visual Aid
○ Decide where you need to convey information that you cannot convey easily verbally.

Delivery
○ Use voice (rate, pitch, volume) to emphasize key ideas.
○ Use eye contact.
○ Use gestures and movement to emphasize key ideas.