

## 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.