Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As you watch this educational video, please fill in the blanks below. Although the video was made in the year 2000 and is a bit outdated, it has won 19 awards and will help you become a better public speaker.

**Part I: Preparing to Speak:** (0:00-36:40)

**Section A: Communication Apprehension aka: “Stage Fright”**

What are four steps to overcome communication apprehension (stage fright)?

1. Admit to yourself that you’re nervous.

2. Think about what you’re going to say and what effect you’ll have on your audience.

3. Act confident.

4. Start strong and end strong.

**Section B: Supporting Materials**

What are the four questions you should ask yourself about support materials?

Is it…

1. Accurate?
2. Specific?
3. Clear?
4. Relevant?

What are the three categories of factual materials?

1. Facts
2. Definitions
3. Statistics

Name three other types of supporting materials described in the video:

1. Examples
2. Illustrations
3. Testimony

**Section C: Organizing Your Presentation:**

Two steps to organize your speech:

1. identify main ideas
2. make an outline

Most speeches contain \_\_\_\_**2 \_\_\_\_\_**to**\_\_\_\_ 5**\_\_\_\_\_\_\_\_\_ main ideas.

Your strongest idea should be at the \_\_\_\_**beginning**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the \_\_\_\_**end**\_\_\_\_\_\_\_.

Three types of ways to organize the main ideas of your speech:

1. Chronological: put the things in the order they happen

2. Topical: ideas arranged by topic

3. Cause/Effect: identifies causes and determines effects of a particular situation or identify the effects and revealing the causes

Example of outline for body of speech

I. Body

A. You have to be wary of your environment when visiting New York.

1. Anecdote: My friend mugged at ATM
2. Statistic: 28% of all tourists are robbed at the bus station

B. You have to be wary of the people around you when traveling in New York.

1. Example

2. Statistic

*(continue pattern)*

Outlines: use Roman Numerals to organize your outline

1. Introduction

2. Body

3. Conclusion

Introduction: Four Components (Give details below.)

1. Attention Getter

Startling statistic; question; statement of purpose; finding something you have in common with the audience; anecdote; make a comparison; rhetorical question; quotation; story.

2. Statement of Purpose

Give audience your thesis

3. Statement of Relevance

Tell how topic relates to your audience; shows importance of speech

4. Preview of Body

Summarize main points you will be making

Conclusion:

1. Summarize main points
   * 1. Tell them what you told them and be brief
2. Restate your purpose
   * 1. Tell audience what you want them to do or believe
3. Call audience to action
   * 1. Motivates the audience and urges them to act
4. Round off
   * 1. Gives your speech a balanced, circular feel; somehow connect speech back to attention- getter at beginning

Things you can include in conclusion:

1. Quotation
2. Challenging the audience
3. Offer a utopian vision (positive idea of what could happen if action is taken)

Persuasive Speech:

Monroe’s Motivated Sequence: (Give details of each)

1. Attention:

grab your audience’s attention

1. Need:

demonstrates that the audience needs to know/do something. Give examples.

1. Satisfaction:

present your answer/solution to the need in step 2

1. Visualization:

Get the audience to visualize how things might be if they see if your way can be positive (what will be better if they do things your way) or negative (what might go wrong if they do not do things your way)

1. Action:

tell audience what they have to do to satisfy the need you present

Transitions:

1. Good transitions: provide a link between two ideas
2. Examples: Not only…, but.... also, so, in addition to…, furthermore…, however…
3. Signposts: Show where in the presentation a speaker is.

**Part Two: Delivering your speech (36:40-56:00)**

**Section A: Style: a pattern of choices that distinguish your speech**

1. Clarity---the more concrete words and images, the clearer the speech

-Limit use of technical terms/jargon

-speak in the active voice

1. Rhythm---the sense of movement or pacing within the speech

-repetition: emphasizes key points, enhances memory, and helps understanding

-antithesis: pairing of opposites together

-parallel wording: word pattern that is easy for audience to anticipate

1. Imagery---makes speech vivid

-similes and metaphors

-onomatopoeia

**Section B: Delivery The Moments of Truth**

Physical Aspects:

1. Appearance: think about what you wear (dress slightly more formally than the audience).
2. Posture: stand up straight, but not rigid; don’t shift/cross legs; don’t lean on podium; stand with feet shoulder-width apart.
3. Body Placement: occasionally step away from “podium” (lectern).
4. Gestures: movements of hands and arms to emphasize ideas; be aware of fidgeting hands/arms.
5. Facial expressions: make sure facial expressions are appropriate to topic of speech (only smile when appropriate).
6. Eye contact: mentally divide the room into 3-4 parts and shift your attention between them.

Vocal Variation:

1. Volume: match volume to the location of your speech—balance between too loud and too soft

change volume throughout the speech

-raise volume to emphasize important point

-lowering volume causes the audience to concentrate

2. Pitch: can be raised or lower for emphasis

Relax to keep stress from tensing vocal chords: take deep controlled breaths, yawn swallow;

Relax your shoulder muscles; project voice using your diaphragm (abdominal muscles), not your throat

Avoid monotone (no variation in pitch)

3. Rate: the speed at which you speak

when you get nervous, your rate can increase

slow down your rate of speech by using controlled breathing

don’t go too slow or your audience will get bored

4. Enunciation: precision and distinctness

don’t overly enunciate—try to speak distinctly, but naturally

5. Pronunciation: if you mispronounce words, the audience will doubt you