

how to make a speech



performance

steady your breath

wait for a few seconds before starting after walking

short pauses

2 or 3 seconds

clever use of pauses

show your enthusiasm

speed

volume

tone

use your voice

look at the audience

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main verb early in the sentence

short sentences

striking adverbs and adjectives

striking images

metaphors

similes

rhymes and repetitions

to be remembered

lists

3 elements, not more

short quotes

witticism

humour

self-deprecating humour

attention-seeking short sentence

"let me be clear"

"I say this to you"



KISS
Keep It Simple, Stupid

content

advice given by Roger Darlington

good title

catchy

funny

catching opening

stirring statement

challenging question

clear structure

explain what you're going to say

say it

explain what you have said

narrative or story

strong conclusion

finish with affirmative statement

refer to the opening of the speech

avoid statistics

50% are meaningless

three linked subjects

1

2

3

a

b

a

b

a

b

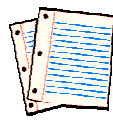
start with a dramatic anecdote

jump back to chronological beginning

don't necessarily finish the story

end told if the audience asks questions

"If you cannot say what you have to say in twenty minutes, you should go away and write a book about it". Lord Barbazon



language

