

Exercise (13)

Use this form to prepare for any type of presentation:

Written presentation:

- 1). Write out the speech exactly as you'd like to deliver it, preferably on a computer.
- 2). Read it aloud, paying attention to:— awkward wording that sounds stilted or canned — places where you would normally gesture or move —visual aids that would help.
- 3). Make appropriate changes to your speech.
- 4). Read it aloud, noting the same issues.
- 5). Make further changes as required.
- 6). Read it aloud once again.
- 7). Memorize the outline.

Memorized presentation:

- 1). Write out the speech exactly as you'd like deliver it, preferably on a computer.
- 2). Read it aloud, paying attention to:
 - awkward wording that sounds stilted canned
 - places where you would normally gesture move
 - visual aids that would help
- 3). Make appropriate changes to your speech.
- 4). Read it aloud, noting the same issues.
- 5). Make further changes as required.
- 6). Read it aloud once again.
- 7). Memorize the speech by rehearsing it aloud without looking at your manuscript.
- 8). Repeat.
- 9). Repeat again.
- 10). Memorize the outline.

Impromptu speeches:

- 1) Consider the audience and occasion at which you might be speaking.
- 2) Determine what would be an appropriate:
 - topic
 - tone
 - use of humor or pathos (emotional content)
- 3) Rehearse those thoughts aloud, and imagine how the audience might respond.

- 4) Reword your thoughts to avoid any possibility of offense or inappropriate content.
- 5) Rehearse again.
- 6) Jot pertinent, memory-jogging notes on an index card or scrap of paper.