    

A recent poll listed the fear of speaking as the number one fear of American people.

No matter what your career plans, everyone needs to be able to communicate and express their ideas clearly. If you would like to improve your ability to speak before a group, this contest is for you. Communication skills are important to every student’s future.

# How to prepare for a speech

## There are 3 basic styles of speeches

* **Action** - you want to convince your audience you believe in your topic
* **Informative** - you want to inform your audience and explain the steps in your subject
* **Entertaining** - you want to entertain the audience, be lighthearted and funny

# Select your topic

* Be sure to pick something you are interested in

## **Organize** - The 3 parts of a speech are the introduction, the body and the conclusion

* **Introduction** - a short paragraph to greet the audience and introduce your topic
* **Body** - the main part of your speech; this is where you give all the details
* **Conclusion** - a brief summary of the main points of your speech

# Research your topic

**Presentation**

* Speak clearly and use words you can pronounce; speak to the audience
* Good posture and a neat appearance is a must
* Don’t talk too long; stay within the time limits

**RECOMMENDED LENGTHS FOR SPEECHES**

**4th grade: 2-3 minutes**

**5th grade: 3-5 minutes**

**6th-12th grade: 5-7 minutes**

# Practice, Practice, Practice!!!!!!

