☆ ☆	★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★	☆ ☆
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	Matter – What you say	☆ ☆
	• Decide the purpose of your speech. Is it to: inform, persuade, arouse	$\stackrel{\sim}{_{\sim}}$
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	 Don't overdo the good mornings Start strong 	☆
	 Start strong Use emotive or visual language to engage the audience 	☆ ☆
$\stackrel{\sim}{\sim}$	 Use emotive or visual language to engage the audience Talk about ideas on taning that your audience can relate to 	$\stackrel{\sim}{_{\sim}}$
☆	 Talk about ideas or topics that your audience can relate to Be aware of the time limits 	☆
☆	7	☆
☆	• Avoid listing a series of examples	☆
☆		☆ ☆
☆	 End strong - never end with "Thank you for listening to my speech" or 	ע ע
$\stackrel{\sim}{}$		$\stackrel{\sim}{}$
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	7 Manner – How you say it	☆
$\stackrel{\wedge}{\sim}$		☆
	 Make eye contact with your audience - don't read your speech Use small palm cards with small prompts 	☆ ☆
		× ☆
$\frac{1}{2}$		$\stackrel{\sim}{}$
☆	• Speak louding enough for the entire audience to hear	☆
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		☆ ☆
× ≁	Practice, Practice, Practice	
		☆
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	• Time yourself as you present your speech	☆ ☆
	Ask family and friends for advice	ע ע
$\begin{array}{c} \swarrow \\ \swarrow \\ \checkmark \\ \swarrow \\ \checkmark \\ \end{array}$	• Record or video tape your speech and watch it back to pick up any areas	$\stackrel{\sim}{}$
\bigstar	for improvement	☆
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