

# How to Prepare a Speech

1. Use short, punchy sentences. If your sentences are too long, your audience may have trouble following your reasoning or grasping your main point.
2. Use shorter, stronger words wherever you can.
3. When speaking, stress the words that are the most important in each sentence. You will probably want to stress names, numbers, and strong words like "never", "not".
4. Outline your speech first. Make sure your outline includes:
  1. An introduction
  2. A strongest point with supporting evidence
  3. Additional points with supporting evidence
  4. An acknowledgement of counterarguments or possible objections
  5. A rebuttal of counterarguments or possible objections
  6. A memorable ending
  7. If appropriate, a call to action
5. Write your speech.
6. Record your speech.
7. Listen to your recording. Identify where you can cut excess words, or swap out longer words for shorter, stronger words.
8. Revise your written speech.
9. Record yourself practicing your speech again.
8. 10. Listen to your recording. Are you using pauses and stresses correctly? Are there any other areas where you could improve?

