Podcast Script

Intro

Hey this is Yen and I have been tasked with creating this podcast on "How to Practice Efficiently"

Now, I may be biased because I am a consultant there, but this tip sheet from the UNCG Speaking Center covers it all.

I genuinely believe that following this process is going to ensure you are prepared to deliver your speech. I've done it!

What I'm going to cover is best ways to practice for your speech as well as what has worked for me.

Body 1

So basically what you want to do practice over the span of a few days, but within that, small chunks of the speech. What I mean is divide the speech into smaller sections and practice each section independently before putting it all together.

While doing this, you want to have your notes, but not be reading off them. Instead, you could look into a mirror. That way you can simultaneously practice the body language aspect of a speech-- facial expressions, gestures, etc.

The guideline is to practice between 3 and 5 complete run-throughs of the speech at a time. Over-doing it can make the speech sound robotic or too-rehearsed.

So that's guidelines to practice… but what about how?

Well, on your own, you can practice in private or practice on tape. So rehearsing by yourself, maybe in the outfit you have planned for the day of the speech, could help you get the basics down.

Then, practicing on tape and watching it back will allow you to evaluate yourself and make improvements. I find that recording a speech and listening to it also helps me with memorization.

If there are other people around willing to help, you can practice in front of them.

It's important to remember not to over-practice, though.
Practice until you feel satisfied then stop when the fine points are polished.

Body 2

Let me provide an example:

I have a speech assignment coming up in two weeks. Oh no, I'm freaking out.

Just kidding, I'm not.

I do a full-sentence outline of the speech, I cite my sources, I'm ready.
4 days before the delivery, I start to practice.

So I start by reading my speech over a couple times, and I divide the speech into a few parts. Then I'll record myself reading it. I'll listen to it play back, then I move to the mirror.

Luckily, I have a full-body mirror in my living room with a table next to it. I have my laptop off to the side and I do my preliminary attempts at delivering the speech to myself. If I can't remember, I'll look at my notes. I'm practically reading off my notes but it's no biggie.

I practice the sections in chronological order, then I practice the sections in reverse chronological order. That's just what works for me.

Now we are 3 days out, after a restful night's sleep, more of the speech has stuck in my brain. I do the same thing as yesterday, but with much less reliance on notes.

2 days out and I'm busy. I know this is a hypothetical situation but I want to make it as realistic as possible. Uh oh, I don't have much time to practice today so I'll just run through it once before bed. Done.

The day before delivery! Recording day. It's just me and my phone but I'm feeling a little more pressure. Good thing I've been practicing. It only takes 4 tries to get a take good enough to evaluate.

By this point I'm tired of this speech. I've practiced in my mirror, I've listened to it, and now I've watched myself deliver it. The satisfaction I feel is immense because I know I'm prepared for tomorrow and the anticipation of presenting is starting to set in.

Outro

So… that's it I guess.

That's how the UNCG Speaking Center says to practice a speech, and I wholeheartedly agree with them.

Again, my name is Yen, I'm a consultant at the Speaking Center, and thank you for listening.