

How to deliver a speech

How to Practice Efficiently (Nia + Jay)

Introduction: Hey guys! My name is Nia and today I will be discussing with you all, How to efficiently Prepare/Practice for any upcoming speeches that you may have!

Nia: First, let's put focus onto your speech notes. It's totally understandable to use your notes to help make sure that you're keeping your place while delivering your speech, but make sure you aren't reading directly from them. Your notes should just be a guiding tool for your speech, not a crutch!

Also, make sure you are **Practicing, Practicing, Practicing!** Practice your speech in small increments. Divide your speech into smaller, more manageable sections, and make sure to practice each section by itself before you put it all together as a whole speech. Something that's super helpful for me whenever I'm practicing for a speech is to practice in front of a mirror. It helps me assess all of my facial expressions and hand gestures that I make throughout my speech.

Since we are on the subject of practicing, make sure you practice your entire speech **several** times over the course of a few days. It's super important to get comfortable with your speech and helping to make sure that you are articulating your words. But be mindful that too much practice can make your speech sound super rehearsed and a little memorized. So make sure you practice just enough without overdoing it!

Transition: Now hold on one moment please while I forward you all to my colleague Jay, where he will be giving you actual ways to practice for your upcoming speeches!

Transition: Hey y'all! Thanks Nia for passing the call over! Okay so my name is Jay Smith and in this part of the call i'm gonna tell you some ways to practice and make sure you're ready for your presentation.

Jay: First I want to tell you one thing to remember. Everyone practices differently and one way of practicing may not be your way of practicing. So! The real trick is to try different things and see what helps you the most!

BUT i'm gonna tell you some things that I do to help myself prepare for a speech.

The first thing to do is **Practice like you're giving your presentation.** I can't see your face but if you're looking a little confused, don't worry. I'll elaborate. Pretend as if you're standing in front of your class...or your camera and act like it's the day of your presentation and give your speech. This helps me get over my jitters and find any flaws in my speech.

Another thing is to practice with your visual aids. If the first time you use your aids is the day of your presentation you might have awkward unintended pauses or an unexpected problem with

your visual aid. So that's why practicing with your visual aids is beneficial, because you can proactively solve any problems. It's also advised to even practice your speech in the clothes you intend to wear the day of your presentation, this might help you feel more natural the day of your speech.

My next tip is to **practice on tape**. That just means record yourself speaking and watch it back. This helps you in so many more ways than you'd think. Being able to watch yourself present your speech puts yourself in the perspective of an audience member and then you can see what really works and doesn't work. Watching yourself also allows you to hear how fast or slow you're talking, hear any verbal fillers you unintentionally use, and finally just see you look speaking. All and all, recording yourself and watching it back is very beneficial!

Transition: To end this call I just want to say thank you for dialing into the speaking center and allowing Nia and I to give you some tips on how to efficiently prepare for your speech!

Conclusion: we gave you tips on how to practice and some ways to prepare. Finally, I want to remind you all everyone is different, maybe some of these tips don't work for you but the real trick is to be open minded so you can try new techniques and find what best' for you! Good luck on all your future speeches, bye!