Public Speaking

Objective: To understand the process of giving a public speech.

Approximate length of lesson: 20-25 minutes

Supplies:
- Flip chart paper and/or poster board
- Markers
- Copies of “Public Speaking Worksheet” and “Test Your Public Speaking Knowledge” (attached)

Interest Approach:
Begin by having the group brainstorm about their ideas of public speaking. Record these responses on the flip chart.
- In what situations might you speak publicly?
- What types of speeches have you given before?
- How do you prepare for a speech?
- Why should you give a speech?

Divide the youth into 4-5 small groups to discuss speeches. Ask them to identify at least 6 important parts of giving a speech. Examples include: image, facial expressions, pronunciation, rate of speech, catchy title, introduction, organization, body, conclusion/summary, entertaining, visuals, and audience response.

Public Speaking Lesson:

Components of a Speech:
Discuss with the youth why these items are important. Distribute the “Public Speaking Worksheet” to allow members to write key points about each speech component.

Option: invite a different student to come to the front of the room to lead the discussion on each point (a good practice for public speaking!)

Image - If you give off a good impression and seem confident, self-assured, and knowledgeable, then people will be more willing and excited to listen to you.

Facial Expressions - Your face can always give away what you are thinking and feeling. Be sure that you are giving off confidence, and that you look like you are comfortable with talking about the subject.

Enunciation - When speaking, it is important to speak clearly and loud enough so that everyone can hear and understand what you are saying. Nothing turns an audience off as quickly as not being able to understand or hear what you are saying.
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Rate of speech - Be careful not to go too fast or too slow. When you speak too quickly, the audience may have a hard time keeping up with what you are saying and will have difficulty comprehending your speech. If you speak too slowly, the audience may get bored and restless, losing attention fast.

Catchy title - The title lets the audience know what the speech is about before you start. If it seems interesting and fun, then they are more likely to stay and listen.

Introduction - When you begin a speech, be sure to catch the audience’s attention. Make sure it leads into what you are saying, it’s interesting, and is not too long.

Organization - As you go through your speech, be sure the order of what you are saying makes sense. If point A leads to point B, be sure to go in that order. If an audience cannot follow what you are saying, it is hard to pay attention and get the information being provided.

Body - 3-5 main points that relate to the topic of your speech. Be sure they follow the organization steps described previously.

Conclusion/Summary - When finishing a speech, be sure to wrap up the speech by reviewing the main points. It helps to reinforce what you talked about so the audience can pull it all together.

Entertaining - Telling jokes, stories or an anecdote is a great way to connect with your audience. If they are enjoying your speech, they are much more likely to pay attention and get something from it.

Visuals - Visuals are always a great way to illustrate what you are saying. Make sure they are easy to read (especially from the back of the room), eye-catching, and useful.

Audience Response - Monitor how the audience is responding to what you are saying. Are they attentive and eager, or are they spacing off and looking sleepy? Always make sure you are connecting with those who you are speaking to. Sometimes you may need to make changes as you go to create more interest in the audience.

Types of Speeches:
There are five different types of prepared speeches. These include informational, persuasive, inspirational/emotional, entertaining, and demonstrative. Each of these types of speeches should be prepared and delivered slightly differently.

Informational - This type of speech is used to inform an audience about a certain topic. Examples include information about different types of plants, the parts of a horse, and what you can learn from 4-H. When preparing an informational speech you need to be sure to include facts and your sources.
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Persuasive - This type of speech is meant to persuade or convince your audience to believe in, do, or act upon something. You need to be sure to connect with the audience, really help them understand why they should do or think what you are suggesting. Anecdotes and true stories are often helpful in demonstrating your points. Sample topics could include why you should participate in 4-H; why you should not smoke; etc.

Inspirational/emotional - This type of speech is used to touch the emotions of the audience. You are working to help the audience gain understanding and comprehension of a topic. Again, stories and anecdotes are very useful to paint the picture you want to. When preparing this type of speech be sure you are relating to the audience and their feelings.

Entertaining - Entertainment is something everyone enjoys. When giving a speech to entertain, you need to be sure you understand who your audience is and what they would enjoy hearing about.

Demonstrative - Oftentimes you are asked to explain how to do something. A demonstrative speech is a way to explain to an audience how to do something. Visual aids are very important for demonstrative speeches. You need to be sure to include clear steps, examples, and easy to read posters.

Impromptu - Sometimes you are asked to give a speech without any preparation time. An impromptu speech causes you to think on your feet and relate information that you already know about the topic.

Ask: When is each of these types of speeches most important? What tips should you follow when giving each of these types of speeches?

Test Your Knowledge:
Provide the students with a copy of the “Test Your Public Speaking Knowledge” questions. Give time for them to answer the questions and review their answers.

Answer key: 1. C; 2. C (Impromptu speeches are when you are given a topic with little to no time to prepare-you give it on the spot.); 3. True; 4. False (A persuasive speech is meant to convince the audience to believe in, do, or act upon something; an informational speech provides basic information about a topic.)
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If you still have time…

Extras:

1. Have the youth get into groups of 3-5. In each group have them make a short outline of a speech. Be sure they include an introduction (catchy), body (3-5 main points), and conclusion (summary). Have the groups share their outlines with each other so everyone can get a feel for different ideas.

   Option: assign each group a certain type of speech or specific topic.

2. In small groups of 3-5 youth, have them sketch out a visual aid. This is a chance for them to be sure to include different information, make it creative, and share their talents with each other.

Resources:

- The Perfect Fit – Communication Activities for Youth Level 3, National 4-H Cooperative Curriculum System, Inc.
- Putting it Together – Communication Activities for Youth Level 2, National 4-H Cooperative Curriculum System, Inc.
Public Speaking Worksheet

Write key points next to each of the components of a Speech.

<table>
<thead>
<tr>
<th>Speech Component</th>
<th>Key Points</th>
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</thead>
<tbody>
<tr>
<td>Image</td>
<td></td>
</tr>
<tr>
<td>Facial Expressions</td>
<td></td>
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<tr>
<td>Enunciation</td>
<td></td>
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<tr>
<td>Rate of Speech</td>
<td></td>
</tr>
<tr>
<td>Catchy Title</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
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<tr>
<td>Body</td>
<td></td>
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<tr>
<td>Conclusion/Summary</td>
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<tr>
<td>Entertaining</td>
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<tr>
<td>Visuals</td>
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<tr>
<td>Audience Response</td>
<td></td>
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</tbody>
</table>

Write defining characteristics next to each type of a Speech.

<table>
<thead>
<tr>
<th>Type of Speech</th>
<th>Characteristics</th>
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<tbody>
<tr>
<td>Informational</td>
<td></td>
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<tr>
<td>Persuasive</td>
<td></td>
</tr>
<tr>
<td>Inspirational</td>
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<tr>
<td>Entertaining</td>
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<tr>
<td>Demonstrative</td>
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<tr>
<td>Impromptu</td>
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Test Your Public Speaking Knowledge

1. Which of the following components of a speech relates to speaking clearly and loud enough to be heard?
   A. Facial Expressions
   B. Rate of Speech
   C. Enunciation
   D. Entertainment Value

2. Which of the following is not a prepared speech?
   A. Inspirational
   B. Persuasive
   C. Impromptu
   D. Demonstrative

3. You should have 3-5 main points in your speech.
   TRUE or FALSE

4. A persuasive speech provides basic information about a topic.
   TRUE or FALSE