

Preparing a Speech of 3-5 Minutes

Directions

Use 3" x 5" cards for your speech outline. You will need about 7 cards.

1. **Write one sentence that states the topic of your speech.** You are giving a speech to inform your class about a career that interests you, so tell them why it is of interest to you. (One card, with your name at the top.)
2. **Write an “attention grabber”** to get everyone’s attention. Try starting with an amusing short story, an amazing statistic or fact, or an interesting quote from someone who works in your chosen career. (One card.)
3. **Number the main points** you want to make in your speech. Highlight them in bold so you can find your place quickly when you give your speech. For a short speech, have about five main points, one at the top of each 3”x5” card. (Five cards)
4. Write **two-three short items that relate to each of your main points.** Using capital letters may help them stand out from your main points at a glance. (Go back through each of the 5 cards.)
5. **Write some key words or phrases of your speech,** in note form, or word-for-word. Insert within the outline. The less you add, the faster you will write your speech. This means you must be comfortable forming your thoughts and words as you are delivering your speech.
6. **Practice your speech.** Practice it in front of anyone willing to listen. Practice glancing down at your written speech only once every 10-20 seconds. Ask for help from the listeners on the amount of time your delivery takes. Also ask them to give you some helpful suggestions. Practice will make you better!

Adapted from eHow.com