

# Great Speech Tips



## Plan what you want to say.

Your speech should have three parts.

**Introduction**—Words that will grab the audience's attention.

**Body**—The main section...your message to the audience

**Conclusion**—The summary of your speech, or how you "wind it up."

## Use your head.

Don't memorize your whole speech.

You may want to memorize only your opening words. Small note cards can "jog" your memory.

## Practice your speech.

Don't speak longer than three minutes or shorter than two minutes. Rehearse your speech for your parents and friends. Practice...practice...practice. You'll gain confidence this way.

## Look at your audience.

Make good eye contact.

The audience doesn't want to see the top of your head; they want to see your face. Show your audience you

## Speak up.

- Speak so the audience can hear you, but don't yell!
- Speak as if you were talking to close friends.
- Speak with enthusiasm. Audiences like to hear speakers that are excited and eager to speak. Avoid sounding bored or tired. You have something to say—go say it!
- Pause for a few moments for dramatic effect rather than saying "um" or "uh."
- Don't say "thank you" at the end of your speech. If you have done a good job, the audience should thank you.



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