Public Speaking Tips and Tricks

University of Illinois
CDE Course

A. Tips for Each Speaking Area:
   1. Extemp:
      i. Follow basic outline of 3 point essay
      ii. Intro, 3 points, review 3 points
      iii. What is it, expand on topic, why is it important
      iv. Have a personal story in 3 points (does it have to be true)
      v. Your student needs to like to read
      vi. Can use online resources – can still take tabbed binder too
   2. Prepared:
      i. Needs to be a problem / solution speech
      ii. Don't pick a disease
      iii. Try to find something in the news
      iv. Grammar and spelling = perfect
      v. Need bibliography – reference anything and everything
      vi. Speech needs citation – easybib.com
      vii. Paper is supposed to be APA format!
      viii. Start 5 months prior to competition
   3. Creed:
      i. Highlight items you really want to emphasize
      ii. Brainstorm gestures that feel natural to student
      iii. Shoot for 4 minutes
      iv. Have everyone learn the creed, modernize a paragraph, take a test, take quizzes, recite each paragraph one at a time with a week or two between each, create a paragraph by cutting out words and letters in magazine
      v. Start preparing 2 months prior to competition
B. Tips for Each Gender:
   1. Females:
      i. Hair above shoulders, can't touch face or fix hair
      ii. Earrings should be studs – no face piercings
      iii. Make up is soft or business professional

My notes:

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iv. No colored finger nail polish – clear or French tip

2. Males:
    i. No jewelry at all
    ii. Shaven – look clean

C. Voice Training:
1. Red Leather, White Leather, Blue Leather
    i. Say 3 times – if said wrong, the tong is not strong enough
    ii. Say it over and over and over again
    iii. Talk to the wall – lets you hear your voice

D. Memorization – Learn your speech!
1. Use sheet protectors in the shower
2. Note cards are a must
    i. Hold note card between pointer and pinky in palm
    ii. Hold up and out – don't lose eye contact

E. Blocking
1. Start with triangle
2. Pageant stance is a great tool!
3. Walk with hand out in direction you are moving – open opposite direction
4. Eyes follow hands
5. Don't hit the judges – imaginary pole – turning back
6. Feet stop and pop
7. Drop shoulder to move side to side
8. Watch personal space – judges tend to look down or use communication to tell this

F. Hand Gestures
1. Never drop below the waist – unless a natural speaker
2. Don't be afraid to get outside your comfort zone
3. Ladies power comes from hips
4. Mens power comes from shoulders

G. Nitty Gritty
1. Holes – you want to leave holes in the speech for questions
2. Memorize – even extemp speech
    i. Have a planned introduction and conclusion - make personal!!!

H. Questions
1. Go to each judge – bring down tone for questions
2. Go through each judge then end in the middle

I. Tips:
1. Pick grumpy judge and make them smile

My notes: