

PUBLIC SPEAKING

Making people want to listen to you is an important life skill to develop. Communicating ideas and information in an organized manner with poise and self-confidence is a skill which can be developed by participating in 4-H public speaking activities.

The emphasis in this section is on participation. Turning out "competition oriented speakers" is secondary. With a strong background in communication warm-ups your members should be ready to become involved in prepared public speeches.

TIPS FOR 4-H PUBLIC SPEAKING

Almost everyone has the ability to speak and lots of people have the "gift of gab" but to express oneself clearly in front of a group your own age is a real talent. This is a talent, too, that 4-H members are developing early. **Anyone can improve their public speaking abilities.**

Often there is a fearful reaction to a speech. It even strikes people who speak to groups nearly every day as part of their job. Anyone can get nervous. But it can be overcome, even by a first year 4-H member. The ability to talk effectively to other people is one of the most vital skills you can develop.

PRACTICE DOESN'T NECESSARILY MAKE PERFECT, BUT IT SURE DOES HELP IMPROVE SPEAKING EASE.....AND IT'S THE ONLY THING THAT DOES!

The idea of getting up in front of friends is a little bit scary for many 4-H members. Encourage members to think of public speaking as talking to a friend. Suggest they speak naturally and comfortably in the speech. Tell them to trick themselves by not calling it public speaking but by calling it talking.

TOPIC:

Encourage 4-H members to choose a topic which is related to some experience that they have lived through, their favourite hobby, or something they are interested in. The level of topic a member chooses is one of the criteria that a judge uses to evaluate a speech. It is suggested that juniors talk about subjects that they enjoy (e.g., their pets) and senior speakers should choose topics that they can go into a bit deeper. This could be current affair issues or a talk on the mis-use of alcohol or drugs. Watch, though, so they don't use an over-talked about topic. If the idea is new and interesting, the audience will want to listen.

PREPARE FOR YOUR TALK:

4-H members may need to:

- Do some reading about a topic. Remember to summarize what you read into your own words.
- Discuss the subject with informed persons, teachers, 4-H leaders, or parents.
- Think about the speech for a few days before beginning to write. Jot down a few notes when thoughts come to mind and then they'll be ready to work on it at a later time.

Outline For Preparing a Speech

Introduction:

- Start by addressing the chairperson. Example: "Madam Chairlady/ Chairman, Honourable Judges, Fellow 4-H members and friends";
- Speakers should not introduce themselves;
- Make it a different opening - ask a question to start off - that usually gets people's attention;
- Then introduce your topic, "The topic I am going to speak on is" or "Today I'm going to talk to you about or " _____ is important to me." I'm going to share a few thoughts with you on that topic;
- Your introduction should get attention and give a clear idea of what the speech is about.

Body:

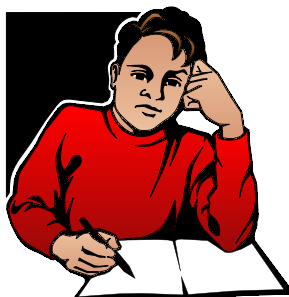
- The main part of your talk
- Use illustrations or examples
- Make them timely, close to home and personal, if possible.
- Have something on hand you can show.

Ending:

- A brief summary of your main points. (no new ideas at the end)
- Make it a natural ending - think of a catchy way to let people know you are finished - ask "Doesn't this make you want to go out and get a pet for your family? or "Life sure was good back then, wasn't it?" "I'm concerned about this topic. I hope you'll think about it, too." or "I've enjoyed sharing my experiences with you today."
- The words, "thank you" do not constitute an effective way to end a speech. It usually feels very natural, though, to say thank you just before you sit down upon finishing your speech. (But, instead, it is the audience that should say "thank you" to you - not to them - and they do it by clapping.) So, practice, especially, your ending so it is effective and not awkward.

Write your talk using your outline as a guide. Then go over it several times. Make up notes that pick out the main parts of your talk. Then try to go over the speech just using your notes. It may be different from when you wrote it out long. Don't worry - only you knew just exactly what you had before. As long as it still says what you wanted - that's all that's important. Keep your notes then and that's all you'll need.

When you get your speech written PRACTICE TO YOUR FRIENDS, PRACTICE TO YOURSELF IN FRONT OF A MIRROR, PRACTICE, PRACTICE, PRACTICE!



PRESENTING YOUR TALK:



- Try to be natural. Speak as you would talk normally.
- Short sentences are more effective.
- Look at the audience. Pick out a couple of people you know in different places and change your focus every little while. That makes it look like you are talking right to the people.
- Use your notes - glance down when you need to or want to. Don't take your written speech up front with you - you will be tempted to read it. You should always take notes with you. You might think you know it well enough but you're just being safe if you take them with you - whether you use them or not.
- Speak up !
 - Sound confident
 - Sound like you want everyone to know what you have to say
 - Try to speak at your natural speed - this usually means "slow down." We often tend to speak too fast. (Practicing will help you with this.)
- Be enthusiastic! Think that what you are talking about is the most important thing in the world!
- Smile! Look like you are enjoying it!
Stand still - don't pace back and forth but don't act like a statue! Have your feet slightly apart with your hands at your sides or holding your notes at your waist.
- Use a few gestures - hand movements to emphasize a point, show direction or size or to count - facial expressions to show emotion. AVOID OVER GESTURING! Gestures help to get the interest and attention of the audience, they must be natural, however.
- The length of the speech is not critical. Judges will base their scoring on the time the speaker can hold the interest of the audience and the depth to which the topic is considered. A good short talk is better than a long one that the audience got tired of listening to.

Have something to say.....

Say it.....

Stop.....

Note: All 4-H members are reminded to check with the rules (in the General Leader Kit) and guidelines for both the Public Speaking and Demonstrations Competitions before writing the speech. Ensure your eligibility before you start! Then, when it's written, obtain a score sheet and go over all the items your presentation will be evaluated on. This will help you become aware of how you are being judged and it may help you prepare yourself better knowing all the things that are important on the score card. And that will improve your presentation which is the ultimate goal.