Tips for Giving a Great Speech

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.

The 4-H/Tropicana Public Speaking Contest is sponsored by Tropicana, Inc., and the 4-H Youth Development Program. 4-H is part of the University of Florida’s IFAS extension outreach program. 4-H programs are open to all youth, ages 5-18, regardless of gender, race, ethnicity, creed, or disability. For more information, visit www.florida4h.org.