

## Prep Work

### Choosing a Topic

- Find something relevant to the assignment and situation.
- Consider things that interest you.

### Gathering Info

- What are the main points?
- What specifics need to be covered?
  - What does the audience need to know?

### Analyzing the occasion and audience

- What is the purpose of the speech?
  - To inform, persuade, argue, provide technical information
- Time constraints
  - What is your time slot? Is your time limited? Are you the only speaker?
- Capabilities of the room
  - What types of visual aids can you use?
  - Will the audience be comfortable?
  - Will there be any distractions in the room?
- Audience analysis
  - Demographics ( age, gender, education level, culture and ethnic affiliation) and Psychographics (beliefs, attitudes, values, and group membership) overlap to make an audience profile.



### Put info in an outline

- What outline works best?
- Make sure main points flow smoothly from one to another.
- Add transitions to help with flow and markers to remind you when to use your visual aids.

**Practice, Practice, Practice !!!!!**

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