

Public Speaking Basics

Body

the major part of the speech

Conclusion

the closing of the speech; should be strong and concise

Connection

occurs at the very beginning of the speech and allows for the speaker to identify with the audience

Inform

to share information with the audience

Introduction

the very beginning of the speech; the first things out of the speaker's mouth

Motivate

to encourage the audience to take action

Main Points

stand-alone topics the speaker wants the audience to walk away with or remember

Message

what the audience will walk away with or take with them after listening to the speech

Persuade

using information to convince the audience to think or feel a certain way

Plagiarism

the theft or misrepresentation of intellectual property (someone's ideas, beliefs or theories); the substantial unattributed copying of another's work

Preview

a "sneak peek" at the speech; should be short and contain just the main points of the speech

Purpose

the overall goal of the speech; whether it is to inform, motivate or persuade

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Review

occurs at the end of the speech to quickly recap all of the information presented and reinforce any other valuable points

Support

used to justify, prove or enhance the main points of the speech

Visual Paragraphing

where the speaker anchors their point to certain locations in the room or on the stage