**PUBLIC SPEAKING**

**PROCEDURES**

* Review the event guidelines below
* Four-minute speech based on one of the FBLA Goals listed below.
  1. Develop competent, aggressive business leadership.
  2. Strengthen the confidence of students in themselves and their work.
  3. Create more interest in and understanding of American business enterprise.
  4. Encourage members in the development of individual projects which contribute to the improve-ment of home, business and community.
  5. Develop character, prepare for useful citizenship, and foster patriotism.
  6. Encourage and practice efficient money management.
  7. Encourage scholarship and promote school loyalty.
  8. Assist students in the establishment of occupational goals.
  9. Facilitate the transition from school to work.
* Speech to demonstrate qualities of business leadership by presenting a well-organized, logical, and substantial speech based on one of the FBLA Goals
* Must be of a business nature
* A deduction of five (5) points for any time under 3:31 or over 4:29 minutes
* A timekeeper will stand at three (3) minutes.
* People like stories, try to find a story you can connect one of the goals too
* Documented facts and quotes may be secured from any source.
* No microphone will be used.
* Participant may use notes or note cards.
* No visual aids may be used.

**WEBSITE RESOURCES**

* Guidelines for Oral Presentations <http://www.auburn.edu/~burnsma/oralpres.html>
* Presentation Tips for Public Speaking <http://www.aresearchguide.com/3tips.html>
* Succeed in Public Speaking <http://www.school-for-champions.com/speaking.htm#.WBM_P4grKUk>
* Toastmasters International <http://www.toastmasters.org/>

**ML Public Speaking**

**Rating Sheet**

**This event does not go onto the national level.**

Member(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Points listed at the right are the maximum for each category

|  |  |  |
| --- | --- | --- |
|  | **5 4 3 2 1** | **Maximum Points** |
| Relation to FBLA-PBL goals, activities and/or current programs |  | **5** |
| Purpose clearly stated |  | **5** |
| Topic adequately developed |  | **5** |
| Logical sequence of ideas |  | **5** |
| Accomplishment of purpose |  | **5** |
| Voice quality, diction |  | **5** |
| Appropriate gestures, eye contact |  | **5** |
| Clear, specific language |  | **5** |
| Confidence |  | **5** |
| Extent to which speech was sincere, interesting, clear, creative, convincing, and concise |  | **5** |
| **TOTAL POINTS (if no deduction)** |  | **50** |
| Deduct 5 points for speeches under 3:31 or over 4:29 | **-** |  |
| **TOTAL POINTS (after deduction)** |  | **50** |

Judge’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**WEBSITE RESOURCES / ACTIVITIES**

**Speech Exercise: The Tell-Me in Five Steps Game**

This exercise is designed to test your speech to see if you use filler, and to identify any areas you may want to improve, such as your rate of speech.

You will need a partner to work through this speech exercise. His or her task is to comprehend what you’re saying and give you feedback.

As the speaker, your task is to tell him or her how to do something in five steps.

You may jot down the five steps you’re going to use as speaking points on a piece of paper before you begin, if you wish.

Choose one of the following speech topics and think of five steps describing how to do it. Then tell your partner how to go about it.

**Speech Topics:**

1. How to replace a window shield wiper
2. How to add contacts to a cell phone or e-mail account
3. How to perfectly boil an egg
4. How to plant a tree
5. How to send an email or fax
6. How to sign up for banking services online
7. How to make the perfect cup of coffee or tea

When you’ve finished speaking, ask your partner to repeat the five steps you spoke of. Did he or she get all of them?

If not, why? Did you speak too quickly or too slowly or was there some other speech problem that interfered with communication?

**Effective Public Speaking**

1. **Know your Purpose**

Focus on the message you want to share with your audience and what you want your audience to do after listening to you.

2. **KISS (Keep It Simple Sweetie)**Develop a simple outline. Opening stating your purpose + 3 Major Points to support your Purpose + Closing restating your purpose.

3. **Practice, Practice, Practice**  
Read it to yourself 2 or 3 times.

Then rehearse in front of a mirror/video camera/tape player.

Then rehearse in front of someone whose opinion you value.

Then practice in a similar setting as your presentation day.

4. **Visualize Success as a Confident Presenter**Before bed (especially the night before a presentation) visualize a successful presentation.

5. **Physically and mentally prepare yourself**

Be groomed to the point of being precise. Dress for success. You want to look and feel your best. Don’t forgot to come with the right mental attitude.

6. **Get to know your audience and Connect with them.**

Know who your audience is. Before speaking, if possible, talk to some of them.

Find the friendly, pleasant, upbeat faces in the audience- touch stone. Being aware that the people

in your audience want you to succeed, you’ll be much more likely to succeed.

Use eye contact, comfortable body language, and gestures to keep their attention on you.

Use note cards instead of a written speech to keep you from reading w/ your head down.

Use pauses in your speaking, to let the audience and yourself breathe for a moment.

7. **Nail Your Opening**First impressions are everything

Know your opening like the back of your hand.

A great opening is your momentum to gain confidence for the rest of your speech.

8. **Nail Your Ending**  
Remember your ending words are the last words your audience hears and may remember.

Ask your audience to take action, think about an idea, etc.

9. **Show Enthusiasm if you what the audience to be enthusiastic about your presentation**.

All great presenters have butterflies in their stomach … but they have trained them to fly in

formation using that nervous energy as fuel for enthusiasm.

\* Remember what you say is important and can make a difference for your audience.

\* Every opportunity to present is a chance for you to succeed.

\* Every time you speak you become better than the last time.

\* Presenting will expose you to countless opportunities.

**Public Speaking Survival Techniques**

1.  **Don’t get hung up about being nervous**. It’s a normal human reaction. Don’t make yourself more nervous because you’re nervous.

2. **Walk off your excessive nervousness.** If possible, walk outside and get some fresh air at the same time. But a walk down the corridor is better than no walk.

3. **Breathe deeply**. Inhale through your nose until your stomach can stick out no further and then exhale through your mouth. Repeat at least ten times. Also, do some stretching.

4. **Arrive early** to familiarize yourself with the room, podium, a/v equipment and seating.

5. **Good Pubic Speaking means never having to say you’re sorry**.

If you forget a piece of information, don’t fret, collect yourself, and then go forward. Never say, “I’m sorry.” Unless the audience has a copy of every single word of your speech they will never know you forgot something.

6. **Consider Using Props**

They add curiosity to your presentation

They can provide you with a memory trigger. They help you know what to say next.

They make you move around the platform.

Audiences report time after time that props enhance their experience of presentations.

**Key Principles to Conquer Fear of Public Speaking**

Principle #1--Speaking in Public is NOT Inherently Stressful.

Principle #2--You Don't have to be Brilliant or Perfect to Succeed

Principle #3--All You Need is Two or Three Main Points

Principle #4--You also Need a Purpose That is Right for the Task

Principle #5-- Humility and Humor Can Go a Long Way

Principle #6--When You Speak in Public, Nothing "Bad" Can Ever Happen!

Principle #7--You Don't Have to Control the Behavior of Your Audience

Principle #8-- Your Audience Truly Wants You to Succeed