**Homework – 12**

**Developing and Researching a Speech Topic**

To give a speech first I need to choose a topic . For topic selection there are many things that I have to keep in mind. The event, what kind of audience are there, my knowledge. I have to choose a mixed up of all these points to choose a perfect topic.

To make the speech to audience friendly and if one wants to teach or pass some information through his speech then he needs to follow some points. Have to make the speech more understandable to that specific audience. Have to use familiar words. Have to use real life examples to make them understand.

**Organizing Your Speech**

A draft outline is very helpful for last minute preparation. It helps to revise all the main points of the speech. There are some points have to be remembered to make a outline . Outline have to be short, have to contain all main points . Any special point that the speech have needs to be note as highlighted point.

**Informative Speaking**

There are many ways to delivery a speech. Impromptu speech is one of them. In this kind of delivery people get very little time to prepare for the speech. In class we are practicing this kind of speech. Another one is scripted speech. In this kind of speech delivery speaker know about the topic very earlier. He can take a proper preparation for the speech. Last one is extemporaneous speech. This is one kind of work presentation of a individual or group. By this kind of speech they make understand the audience about their work. Some people make power point slides also to present their speech to make it more presentable and understandable.

To make speech more effective there is a way that is called rehearsal. Rehearsal is practicing a speech without audience. It can be done in many ways. One can do rehearsal in front of the mirror, In front of the camera to record and listen later. Also can give a mock speech in front of his family members. It will help to understand the lacking, reduce speech phobia and boost up confidence.