

DELIVERING A SPEECH

METHODS OF DELIVERY

- **Impromptu:** speaking without advance preparation; “off the cuff”
 - Helps you adapt to changing circumstances
- **Extemporaneous:** planned and rehearsed speech delivered in a conversational manner using only limited notes
 - Talking points, notes, more spontaneous but not impromptu
- **Manuscript:** word-for-word reading of the written speech
- **Memorized:** committing and delivering the speech from memory
 - Difficult and not for beginners

PHYSICAL ELEMENTS THAT IMPACT DELIVERY

- Lecterns
- Space
- Speaking outdoors
- Microphones
- Audience size

DELIVERY ELEMENTS IN YOUR CONTROL

- Style of speaking
 - Formal, conversational, what else?
- Eye contact
- Kinesics
 - Posture, body movement
- Facial expression
- Appearance

DELIVERY ELEMENTS IN YOUR CONTROL – VOCALS

- **Volume**
 - Breaking your volume pattern helps to gain and keep a listener's attention
 - Use for emphasizing key points and creating a more dynamic speech
- **Emotional Tone**
 - Tone should reflect the content and context
- **Pace**
 - Slower for important details, faster for the mundane

EXAMPLE

“Good morning. In less than an hour, aircraft from here will join others from around the world. And you will be launching the largest aerial battle in the history of mankind. Mankind. That word should have new meaning for all of us today. We can’t be consumed by our petty differences anymore. We will be united in our common interests. Perhaps it’s fate that today is the Fourth of July, and you will once again be fighting for our freedom. Not from tyranny, oppression, or persecution, but from annihilation. We’re fighting for our right to live. To exist. And should we win the day, the Fourth of July will no longer be known as an American holiday, but as the day when the world declared in one voice, ‘We will not go quietly into the night. We will not vanish without a fight. We’re going to live on. We’re going to survive.’ Today, we celebrate our Independence Day.”

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