

If you are being interviewed, you will probably meet with the interviewer beforehand, and discuss the topics that will be covered. A helpful interviewer will prepare questions with you so that you are both adequately prepared. In the limited time offered by most radio or television interviews, it is impossible to say everything you feel you should, so make a list beforehand of the major points you want to include.

TELEVISION:

1. Once on television, it is best to ignore the cameras and try to carry on a conversation as you would otherwise.
2. If you wish to look directly at the tv audience, make sure you know how to tell which camera is on.
3. Try not to look at the monitor.
4. Be aware of signals (commercial break coming up) and where they will be coming from.
5. Avoid wearing white or clanky metallic jewellery.
6. If using visual aids remember the ratio: four units high by five units wide to be seen on the tv screen.
7. Speak in a normal speaking voice.
8. Nervous gestures are accentuated on tv. Concentrate on avoiding those without appearing stiff.

RADIO

1. On radio the audience can't see the unconscious "body language" which you use with the interviewer.
2. Be careful not to interrupt - it comes across as audial confusion.
3. Try not to change the subject and leave sentences dangling in mid air.
4. Work out beforehand silent signals for such things as "I'll answer this one" and "Please help me out".

"Helpful Hints" adapted from Fort McMurray Unity House "Speaker's Bureau Manual" 1985

ODYSSEY HOUSE
PUBLIC EDUCATION REQUEST FORM

Presentation Date: _____ Time: _____

Place: _____

Name of Organization: _____

Contact Person: _____ Phone# _____

INITIAL INFORMATION

Estimated Group Size _____

Focus of Interest _____

Time Alloted _____

Audio Visuals To Be Used _____

Equipment Required _____

Speaker(s) _____

OUTCOME INFORMATION

Group Size _____

Composition of Audience _____

Estimated Male/Female Ratio _____

Please Check:

Adults _____ Teens _____ Youth _____

Professional Group _____

General Audience _____

Evaluation Questionnaire Completed

Yes _____ No _____

Confirmation Call _____

Date _____

Worker _____

Comments or Recommendations: _____

PRESENTER:

DATE:

PRESENTER'S REPORT

NAME OF GROUP/ORGANIZATION _____

SIZE OF GROUP _____ MALE/FEMALE RATIO _____

AUDIENCE: Professional _____ General _____

NUMBER OF MEMBERSHIPS SOLD _____ AMOUNT _____

NUMBER OF PRIVATE DONATIONS _____ AMOUNT _____

PRESENTERS EXPENSES PAID _____ AMOUNT _____

EVALUATION OF AUDIENCE

QUESTIONS OR COMMENTS OF INTEREST _____

PROBLEM AREA(S) _____

RECOMMENDATIONS FOR FUTURE REFERENCE _____

ODYSSEY HOUSE
PRESENTATION EVALUATION

1.a. What were your expectations? _____

1.b. Were your expectations met? _____

2.a. Did the presenter appear to have a good understanding of the material?

NO UNDERSTANDING			SOME UNDERSTANDING			GOOD GRASP	
1	2	3	4	5	6	7	8

2.b. Did the presenter appear to be well prepared?

NOT AT ALL			MODERATELY WELL			WELL	
1	2	3	4	5	6	7	8

3. Was the use of audio-visual material an asset to the presentation?

NOT AT ALL			MODERATELY			APPROPRIATE	
1	2	3	4	5	6	7	8

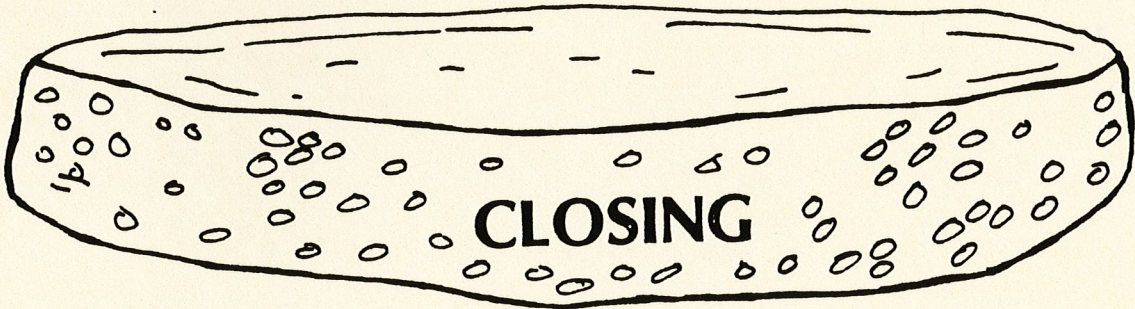
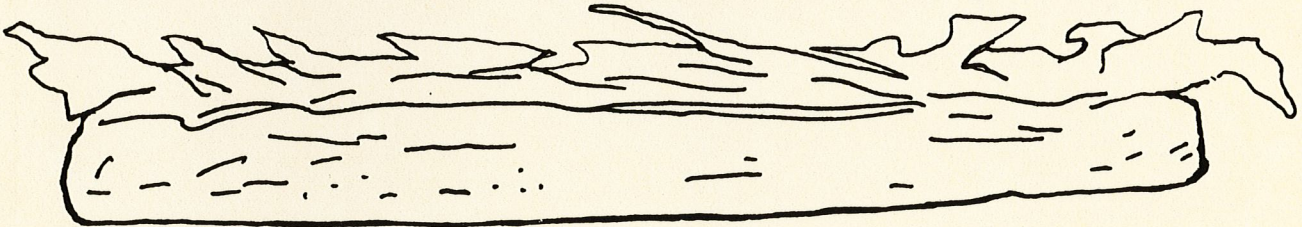
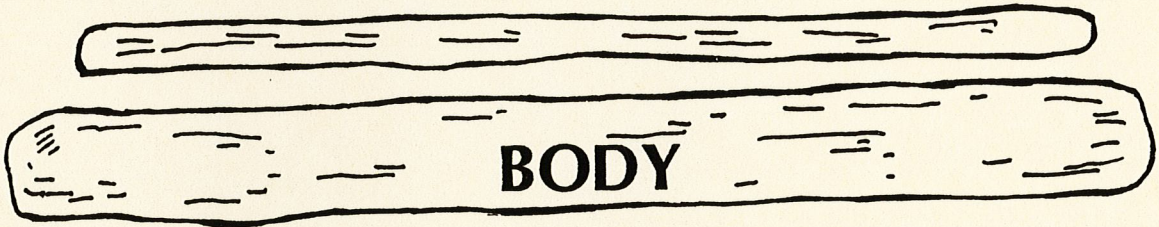
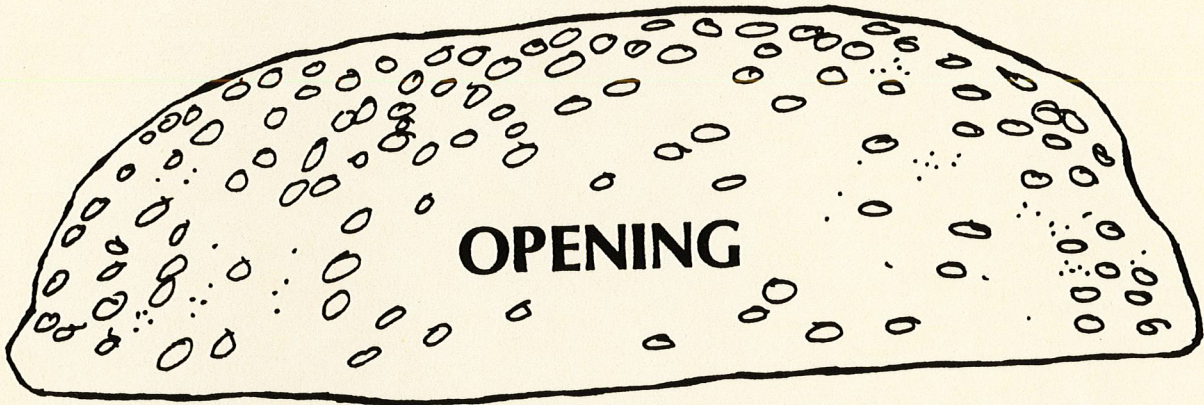
4. Did you find the presentation informative and/or helpful?

NOT AT ALL			REASONABLY	I WOULD RECOMMEND IT TO OTHERS			
1	2	3	4	5	6	7	8

5. Overall improvements or suggestions for future presentations:

SPEECH STRUCTURE, CONSTRUCTION, EVALUATION

THE SPEECHBURGER



TRIPLE 'T' TECHNIQUE

T-1 OPENING

**TELL THEM
WHAT YOU ARE
GOING TO
TELL THEM**

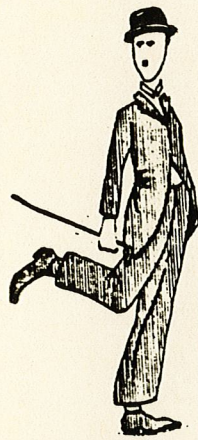
T-2 BODY

TELL THEM

T-3 CLOSING

**TELL THEM
WHAT YOU
HAVE
TOLD THEM**

5 STEP METHOD



5. PRACTICE

4. EDIT

3. WRITE

2. OUTLINE

1. TOPIC

HOW TO WRITE A SPEECH

INTRO - To communicate ideas carefully

- Use 5 Steps

1. CHOOSE YOUR TOPIC

- Interesting to you
- Limit the topic
- Consider the audience

2. WRITE YOUR OUTLINE

INTRO - get attention

- outline what you want to say

BODY - state main points 3 - max 5

- support ideas using personal examples or facts

END - summarize what you have said and call for action, agreement, or consideration

- summarize main points
- restate overview dramatically
- use a quotation

3. WRITE YOUR SPEECH

- allow enough time
- let the ideas flow
- follow the outline
- build bridges
- choose a title

4. EDIT YOUR SPEECH

- read aloud - slowly
- read critically for errors
- keep on topic, no vague thoughts or contradictions
- shorten or lengthen

5. PRACTICE YOUR SPEECH

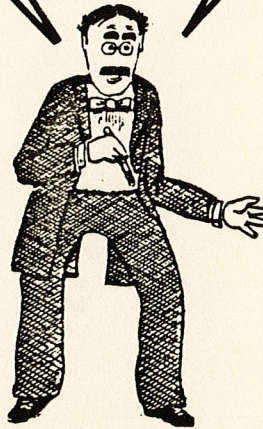
- transfer to a final copy and use to practice (score speech if desired)
- practice aloud or mentally
- try to remember the ideas, not words
- go through entire speech each time

END - Each person can learn to communicate their ideas effectively in a speech by 5 steps.

3 SKILLS

**EYE
CONTACT**

**VOCAL
VARIETY**



BODY LANGUAGE

PITFALLS TO AVOID WHILE DELIVERING A SPEECH.

1. Hanging on to the lectern, leaning on the table or chair.
2. Playing with change in your pocket. (men)
3. Adjusting your eye glasses or chewing the stem.
4. Swaying from side to side or "bobbing" up and down.
5. Flipping your notes noticeably.
6. Playing with articles in your hand.
7. Excessive reading of your notes.
8. Looking at the ceiling, walls or out the window.
9. "Thanking" the audience.
10. "Hitching up" your trousers. (men)
11. Flipping back your hair. (ladies)
12. Taking the "Prince Philip", fig leaf, stern Father stance.
13. Apologizing for any reason.
14. Excessive use of "AHS" and other word whiskers.
15. Sayings like....
 - " I'd like to..."
 - " In conclusion..."
 - " In summation..."
 - " In closing...."
 - " All in all..."
 - " In general..."

PRINCIPLES IN EVALUATION

FIRSTLY:

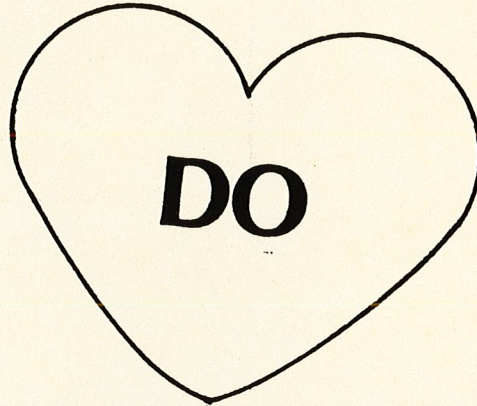
NOTE SEVERAL POSITIVE, STRONG POINTS.

THEN:

SEVERAL POINTS FOR IMPROVEMENT.
GIVE EXAMPLES.

FINALLY:

SUPPORT WITH SEVERAL WELL ACCOMPLISHED
TECHNIQUES OR POINTS USED.



1. Organization

4. Speech Objectives

2. Voice

5. Eye Contact

3. Gestures

**6. Content
(be careful here)**

DON'T

JUDGE

FEAR, INTRODUCTIONS AND SPEAKING ON THE SPOT

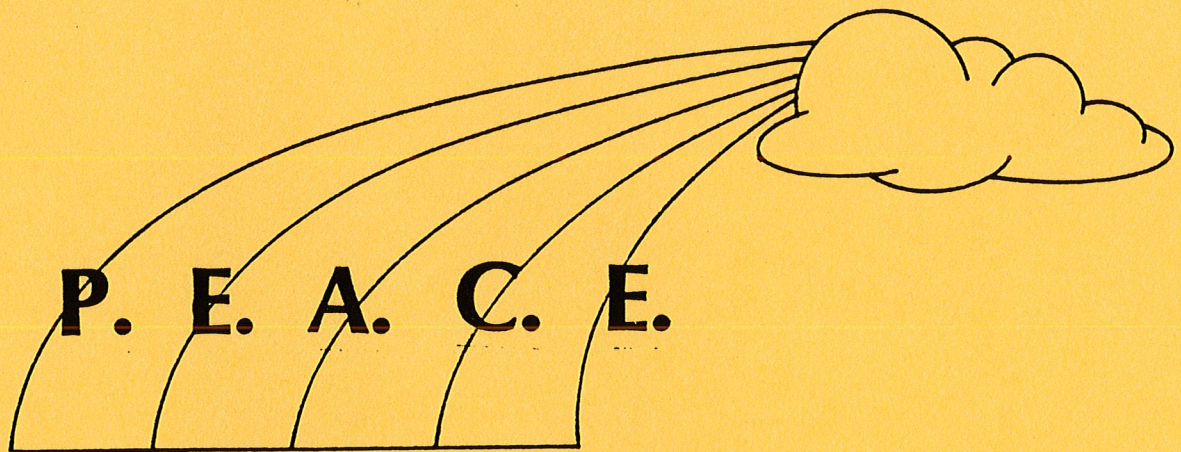


1. F FALSE

2. E MOTIONS

3. A PPEARING

4. R EAL



1. P RACTICE

2. E XPOSURE

3. A TTITUDE

4. C HALLENGE

5. E VALUATION

FEAR, PEACE AND SPEAKING

F.E.A.R. is an emotion which can be harnessed to your advantage. Don't let it overcome you. After all F.E.A.R. is simply:

FALSE

EVIDENCE

APPEARING

REAL

If what you have to say is worth saying. If you are properly prepared before you speak. Then the FEAR you feel is simply excitement about the prospect of delivering a truly exceptional speech.

To control FEAR you must experience P.E.A.C.E.

1. PRACTISE public speaking. This will increase your confidence and that will help to change the FEAR you feel from negative emotions to those which help you deliver a magnificent speech.
2. EXPOSURE to other public speakers. Watch and listen to other speakers. Learn what they do well and use it.
3. ATTITUDE Develop a positive attitude towards public speaking. Look upon it as an opportunity to "get better". Believe that your fear will diminish with time and practise.
4. CHALLENGE yourself to a wide variety of speaking situations.
5. EVALUATION or feedback. You need to get honest and critical evaluation to help you understand what you are doing well and what you need to improve on.

Put it all together and you experience P.E.A.C.E.

REMEMBER IT IS BETTER TO REST IN PEACE THAN TO LIVE IN FEAR.

Good Luck!



**P.E.A.C.E. WON'T GET RID OF THE
BUTTERFLIES**

**BUT IT WILL HELP THEM FLY IN
FORMATION**

