

# **Dental Consultant Master Academy**

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## **Action Sheet – Week 40**

Creating Your Speech

## Five Steps to Your Best Speeches

### 1) Plan 2) Prepare 3) Polish 4) Practice 5) Present

#### 1. PLAN YOUR SPEECH

- A. Who am I going to be speaking to?
- B. Where will I be speaking?
- C. When will I be giving the speech?
- D. How much time is allowed for my speech?
- E. What will the message of my speech be?
- F. Do I know enough about my topic or should I do more research?
- G. How will I present my information and develop my topic?
- H. Do I have my thesis stated in the introduction of my speech in one sentence?

#### 2. PREPARE

- A. Review the main idea (thesis) of the speech
- B. Choose a plan of organization
- C. Develop an outline using the main points
- D. Add supporting details to the outline
- E. Write the introduction
  - 1) To get the audience's attention (hook)
  - 2) To motivate the audience
  - 3) To let the audience know what the speech is about
  - 4) To gain the audience's trust
- F. Write the conclusion
  - 1) To get the audience's attention (hook)
  - 2) To motivate the audience
- G. Rearrange the speech
  - 1) Intro 2) Body 3) Conclusion

#### 3. POLISH

- A. Time your speech
- B. Add connecting words (transitions)
- C. Review and improve your vocabulary:
  - 1) No grammatical errors or slang
  - 2) Use words your audience will understand
  - 3) Make descriptions detailed
- D. Prepare your outline for the teacher
  - 1) Hand your outline to the teacher before you speak.

E. Prepare note cards for practicing and presenting (4x6 CARDS)

1) NEVER EVER READ TO YOUR AUDIENCE.

YOUR GOAL IS TO TALK WITH PEOPLE.

#### **4. PRACTICE**

A. Everyone must practice

1) Practice a half hour for every minute of your speech

B. Decide what style you will use to present

1) Friendly and sincere

2) Casual and informal

3) Serious and formal

C. Set goals for each session

1) Time the speech

2) Polish your language

3) Use note cards (Try not to use when you deliver to your audience!)

4) Use your visual aids only when appropriate

#### **5) Use your voice and body language appropriately**

D. Practice in many ways

1) Time the speech

2) Polish your language

3) Use note cards

4) Be patient

5) PRESENT

A. Attitude

B. Dress for success

C. Project confidence

D. Prepare your materials ahead of time

E. Use all the skills of speaking:

1) Eye contact

2) Sound confident

3) Emphasize key ideas and words

4) Concentrate on what you're saying

5) Make sure your audience is understanding the message/information

6) Smile and gesture

F. Finish with confidence

1) Pause and smile

2) Ask for questions

3) Give clear answers

**Formatting Your Outline on Note cards**

1. Introduction

Attention Getter: \_\_\_\_\_

Topic Sentence: \_\_\_\_\_

Preview: \_\_\_\_\_

2. Body

I.

A.

B.

3. Body

II.

A.

1.

2.

B.

4. Conclusion

Review:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Final Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional "Body" card for each main point of speech.)

**This week prepare a 6-8 minute informative speech on a subject of your choice. This must be submitted for your certificate.**

*The following is an outline of the steps you should take along the way.*

I. Choose a topic...

A. ...that interests you

B. ...that will interest your audience

C. ...that is appropriate

D. ...that is not too broad or too specific

*To prepare you can use:*

1. Research
2. Dental Magazines/Journals
3. Facts online
4. Interviews/Podcasts

### **Focus**

A. Answer the questions: who, what, when, where, how and why?

B. Writing Your Outline

Write 1 paragraph stating an overview of your topic: your purpose and then at least 3 bullet points about what will be covered in the speech (relevant issues that you will deal with in the body of this speech. These are the *objectives*).

D. Organize your notes.

E. Write a brief outline of your speech. Be sure it follows an appropriate, logical organizational pattern, i.e. chronological, spatial, comparison and/or contrast, order of importance, etc.

### **Example For a 3 hour Speech:**

#### **1. Introduction Approximately 3 Minutes**

- a. Use a "Hook" to capture the attention of the audience:
  - ii. Humor (3-5 times)
  - iii. Quotation (Approximately 2 in 3 hours)
  - iii. Rhetorical question (Think about using this in your 3 min introduction)
  - iv. Story (Possibly think of a captivating story for your introduction)
  - v. Definition (Use these for the minor subjects even when they don't seem important)
  - vi. Comparison/contrast (Use these throughout your speech)
  - vii. Starting fact or statistic
- b. State topic
- c. Apply topic to audience
- d. Preview your main points
- e. State thesis

#### **2. Body approximately 2 hrs and 20 mins Minutes**

- a. History
- b. Uses for this information
- c. Production Continued
- d. Equipment
- e. Humor (This is one of the times when you will use humor)
- f. Rhetorical question (You can use your rhetorical question here or in introduction)
- g. Definition(s)
- h. Statistic(s)
- i. Quotation(s)
- j. Examples/stories

- i. Personal
- ii. Others'
- k. Comparison/contrast
- l. Repetition
- m. Restatement of facts

### **3. Conclusion Approximately 20 -30 Minutes**

- a. Summarize
- b. "Upbeat" ending
- c. Make a final point
- d. Tie back to introduction

### **4. Write Your Outline.** The outline is due prior to receiving your certification. (See example in Guides and Forms Section

- ii. You must use at least 2 quotes and you must cite the source in the body of your speech. (Tell us who said this quote)
- ii. Use a bibliography with foot notes if you are citing research in your speech.

### **5. Prepare Visual Aids** (PowerPoint or other aids to present your speech)

In your presentation you want to include a charts, graph, photos, videos, drawings, demonstrations, timelines, etc).

A. Purpose should be to:

- i. Explain
- ii. Illustrate
- iii. Demonstrate
- iv. Clarify
- v. Enhance

B. Be sure that the audio/visual aid(s)...

- ii....are easily audible/visible to all.
- ii....are easily understood.
- iii...are not the central purpose of the speech.
- iv...do not have colors that anyone who is color blind can not see.
- v....Practice!!!Practice!!!Practice!!!

*The introduction and conclusion must be memorized.*

- i.The speech must fall within the time limits of 3 hours
- ii. You must utilize good eye contact, lots of vocal variation (yet remain conversational in tone), appropriate gestures and movement.

Remember: some of the best speakers don't look or sound like they're giving a speech

**Prepare an 8- 10 minute speech to give our group prior to receiving your certification. You must also turn in 3 course outlines prior to receiving your certification.**

***Expectations for your speech:*** (These times are only approximate)

Introduction: 90 seconds to 2 mins

Body: 6 mins

Conclusion: 2 mins

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