Effective Speech Delivery

• Practice, practice and more practice!!! It is important to practice before delivering any type of speech.
• Be confident. Focus on the idea you are trying to deliver. Your goal is to communicate your message.
• Speaking from brief notes - use key words and/or phrases on note cards. Do not write a speech out word for word. You are writing for the ear and not for the eye.
• Verbal delivery - think about using active words and keeping sentences short so your audience can grasp your meaning easily.
• Visual delivery - dress professionally, be conscious of your facial expressions, eye contact, posture, and gestures.
• Vocal delivery - practice your speech ahead of time many times and pay attention to your tone, volume, pitch, emphasis, and rate.