

Tips and Techniques for Building and Performing a Speech from Erik Palmer

Excerpts from *Well Spoken: Teaching Speaking to All Students* (2011) Stenhouse Publishers, Portland, Maine, by Erik Palmer.

Building a Speech

As you prepare a speech, carefully consider:

- Audience: Understand the listeners.
- Content: Make the message valuable.
- Organization: Make the speech easy to follow.
- Visual Aids: Enhance the words.
- Appearance: Dress for the Occasion.

Palmer, p. 17.

Performing a Speech

As you perform a speech, use the PVLEGS process (www.pvlegs.com)

POISE: Appear calm and confident & Avoid distracting behaviors.

VOICE: Speak every word clearly & Use a volume level just right for the space.

LIFE: Express passion and emotions with your voice.

EYE CONTACT: Connect visually with the audience & Look at each audience member.

GESTURES: Use hand motions, Move your body & Have an expressive face.

SPEED: Talk with appropriate speed (not too fast and not too slow) &
Use pauses for effect and emphasis.

Palmer, p. 58.