

Here is one way of preparing your speeches

1. Your Topic: is this speech about something you already know? Then take a blank piece of paper and write down as many facts as you can think about this subject.
2. If this is a topic you don't know much about, do a search using one of the website in your Student Congress manual. Visit the sites that seem to speak to the topic and again write down individual thoughts or ideas on a blank sheet of paper.
3. Your Introduction: Take your sheet of ideas and write a 3-sentence introduction. If you were going to describe this to me at practice what would you say? A key to giving a speech is a conversational tone. In the introduction tell your audience what you're about to say.
4. Body: In three subsections (A, B, C or I, II, III or i, ii, iii) expand on your introduction. What is the first most important thing you want your audience to know? The second most important? The third? Keep referring back to your brainstorm page.
5. Conclusion: In the introduction you told people what you're view points on the topic were. In the body, you told them again in detail. In the conclusion now wrap it all up. You want to finish your speech with a statement that persuades the chamber to vote your way.

As a rule of thumb, a single-spaced, typed page should take 3 to 4 minutes to read through at the correct pace. If it takes less, you're going too fast.

Methods of practice

- **Stand in front of a full-length mirror** and try to look like a public speaker. Keep your posture straight, your hands in sight, and look into your own eyes. Tell yourself, "Gosh darn it, people want to hear what I have to say!" and then begin delivering your speech. Be conscious of the way you look in the mirror and adjust yourself accordingly as you're talking. Make sure that you're not being stiff, but always maintain an alert posture, or the audience will end up imitating your slump. Look into your eyes whenever you look up from your notes, and look up from your notes often.
- **Tape record or (even better) videotape yourself** delivering the presentation. When you replay the tape, listen to determine if everything sounds coherent and logical, and watch the way you look while speaking. Look for eye contact, gestures, and weird facial tics.
- **Gather together some friends, family, nuns and pets together, sit them down, and deliver your whole spiel to them.** After it's over, ask them to give you some **constructive** feedback. Ask them to tell you about what you did well and what you need work on. Ask them to tell you what they didn't understand.

- **Rehearse small sections of your speech throughout the day.** If you've got 5 or 10 minutes go over parts of the speech in your mind.
- As you improve, **see if you can memorize sections without relying on the notes at all.** These memorized sections will give you prolonged time to connect to the audience.
- Once you feel very comfortable with the material, don't be afraid to **ad-lib some parts** when you feel like it. This is your speech and you can say whatever you want; as long as you're sure you can get back on track, try speaking off the cuff. It'll help you sound conversational instead of like a robot.

When attending a debate:

Public Relations & preparing for the day

Your focus is to get along well with other people and work together to achieve a common goal.

You should not insult you fellow legislators

Compliment people if they deserve it

Dress appropriately with nice clothes on

Say "Hi" to a lot of people

Shake Hands

Ask questions that support the speaker

Don't say derogatory comments about someone else

Stay alert and know what's going on

Have an extra pen or pencil

Come with prepared research on the bills

Give well thought speeches

Answer questions intelligently, but don't make up facts

Vote for the best Presiding Officer

Organize all of you material in some type of plastic box, Almanac, quotation books, and pocket dictionaries are great to use in speeches

Scratch Paper

Smile and enjoy yourself