Tips and Techniques for Building and Performing a Speech from 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.