

Student's Name

Professor's Name

Course

Date

Speech Delivery

General purpose: Exploring significant facts about a speech

Specific purpose: to take the audience on the crucial elements to consider when preparing for a speech

Primary audience outcome: the audience will get basic ideas of how to prepare for a speech and what to do in case of an impromptu one.

Introduction

Attention grabber: Speech and presentations are parts of people's life. Delivering an effective speech requires more than just knowing the topic.

Psychological orientation: we are going to look at different kinds of speeches and how to prepare for one.

Logical orientation: Good speeches are most likely determined by your planning that always incorporates knowledge of the audience and timing among others. Your knowledge of the audience and timing plays a key role in determining what type of speech to deliver.

Body

1st main point

There are four types of speech namely impromptu, extemporaneous, manuscript and memorized speeches (Kadain-Baumeyer, 2014).

Sub point: First is an impromptu speech. Consequently, this is a type of speech where the speaker is not prepared. The speaker is ambushed to give a speech, and they are not aware that they are giving a speech. In this kind of speech, it is advisable to keep it brief and straight to the point. The speaker is also advised to take a few seconds in between the points in order to get a chance to think about how to deliver the next one (Kadain-Baumeyer, 2014).

Sub point: The second one is extemporaneous speech. In this kind of speech, the speaker is well prepared for the speech. However, they do not write the speech down word by word but rather they just note the key points on the speech card to guide them through the process. In this speech, the speaker just refers to the card to keep track of the topic and delivers the body of the speech from their mind (Kadain-Baumeyer, 2014).

Sub point: The manuscript speech is the third speech we will look at in this review. The speaker, in this speech, has the entire speech written down. When delivering the speech, the speaker reads word by word from the manuscript. At times, the speech can be tiring especially if the topic is of no particular interest to the audience (Kadain-Baumeyer, 2014).

Sub point: Lastly is the memorized speech. Just like the word suggests, this is a type of speech where the speaker prepares the speech and memorizes it before delivery. When delivering the said type of speech, the speaker does not refer to any written manuscript but rather delivers it from their own memory. It is an extremely effective way since it allows the speaker to connect with the audience through eye contact, movement on stage among others. However, the speech

requires to be delivered in a natural way and not like a recitation. It can also be rather awkward should the speaker forget some parts of the speech (Kadain-Baumeyer, 2014).

Transition: Contrarily, having looked at different types of speech lets now focus on an informative presentation

2nd main point

An informative presentation is a speech based on facts that are aimed at educating the audience. The Informative Speech has three distinctive models named demonstrative, explanatory and descriptive one.

Sub point: the difference between these types of speech is that descriptive allows the speaker to create images in the minds of the audience while describing something. Demonstrative on the other hand, explains the process of performing and action while explanatory explains the topic to the audience.

3rd main point

Knowing the audience is extremely crucial to delivering an effective speech

Sub point: when delivering a speech, the time is divided between the audience and the speaker. Therefore, it is fundamental for the speaker to know the size of the audience to expect so that they can manage their time appropriately to allow for questions and feedback.

Sub point: knowing the audience also helps the speaker to choose the topic depending on a number of factors such as the literacy level and age of the audience. For maximum effect it is advisable to select a topic that is less technical and impressive in nature to avoid tiring the audience and confusing the listeners. (Atkinson, 2005).

4th main point

Preparation is fundamental in speech development strategy.

Sub point: A well-prepared speech will have all the above considerations starting with the audience, the method in which to deliver your speech and the type of speech to give. Good speech preparation will ensure that the speaker does not lose the key points of the topic as this may lead to the speaker ending up confusing the audience and as a result loss of interest in the speech whatsoever (Atkinson, 2005). It also helps the speaker to gather the courage to be able to deliver the speech in an effective way.

Sub point: Additionally, in speech preparation, the speaker gets to know the audience to expect and therefore choose the appropriate dress code. For example, the official dress code is paramount in the speech transmission process to any delegates, but for students casual wear might be more convenient. In other words, how we dress for the occasion matters a lot especially if we are aware we are going to deliver a speech or a presentation (Atkinson, 2005).

Conclusion

While speech is mostly about your confidence, preparation makes the difference between an effective speech and empty talk. Whether it is an impromptu or the others, preparing for it will help you deliver the message. In an impromptu speech, preparation is vital since you have to take time and brainstorm on what you wish to project in the speech. It is very normal to be nervous or terrified when you stand in front of the audience. However, preparation will give you the necessary confidence to deliver the message just the right way. (Atkinson, 2005).

Works Cited

Atkinson, M. (2005). *Lend me your ears: all you need to know about making speeches and presentations*. Oxford University Press.

Kadain-Baumeier, Kat.(2014). "*Four Types of Speech Delivery: Impromptu, Extemporaneous, Manuscript & Memorized*."Retrieved from: Study Website on 21 February 2017.

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