



Get to the Point

Objectives

Select a speech topic and determine its general and specific purposes ;
Organize the speech in a manner that best achieves those purposes ;
Ensure the beginning, body and conclusion reinforce the purposes ;
Project sincerity and conviction and control any nervousness you may feel ;
Strive not to use notes.

Time allowed

5 to 7 minutes

At the end of 5 th minute	-	Green Light
At the end of 6 th minute	-	Amber Light
At the end of 7 th minute	-	Red Light
At the end of 7 minutes 30 seconds	-	Bell

Content

Know the **purpose** of your speech ;

General purposes include to inform, to persuade, to entertain or to inspire ;

Specific purpose – is a one-sentence statement about what you hope to accomplish and should meet three criteria :

- Worded from the audience's viewpoint ;
- Specific
- Attainable

Get to the Point (cont'd)

Be confident, enthusiastic, sincere and convincing ;

Strive not to use notes.

Prepare, Practise and Present