

Speech techniques II

This task is about starting a speech, audience control, and closing the speech.

a) The start of a speech can be a tense moment.

i) What can you do to put your **audience** at ease at the beginning of your speech?

ii) What can you do to put **yourself** at ease at the beginning of the speech?

b) If some of your audience are not listening, how can you get their attention without raising your voice?

c) What are **two** benefits and two risks of not using your prepared notes?

Benefits

1.

2.

Risks

1.

2.

d) How could you use a lectern to help make a speech more effective?

e) Suggest **two** ways to end a speech effectively.

1.

2.

