
PREPARING YOUR SPEECH

Checklist

Congratulations on deciding to speak up at a community meeting. You are making the right choice! People – especially the leaders – need to hear your voice. Others speaking up is not enough. You need to do so too – and i know you can do it!

- Gather all the details of meeting: speaking requirements, time frame, where the meeting is held, what time it starts, etc.
- Assess who you will be speaking to (are you speaking for the elected officials to hear you, community members etc). Determine what points are important to highlight for this audience.
- Put together rough outline with an Introduction (who you are, what you will be discussing), Body (with 1-3 key points), and Conclusion (call to action and reminder of your key point)
- Write out your speech/message if you want to do so; sometimes just having an outline is sufficient.
- Practice, review, repeat. Practice in the mirror. Time yourself. If it helps, ask someone else to listen to you.
- Deliver it with a smile, and learn from the experience and do it again! Remember to thank your audience when you are done speaking!
- The next day reflect on the experience, what you would do different, and get ready to do it again!

ADDITIONAL RESOURCES:

- Book by Dale Carnegie, The Art of Public Speaking
- Toastmasters International is a network and educational experience to improve your public speaking and leadership skills. Learn more: www.toastmasters.org