Six Tips on Preparing and Presenting a Successful Speech

1. Structure.   Before writing your speech, make a commitment to prepare an outline so you have an idea of what you need to cover and how much time you want to dedicate to each concept. Be sure that your conclusion summarizes your points.

2. Tell your story.   Try to incorporate something you, your team, or organization has experienced relevant to the topic you are discussing. This makes your presentation more personal and it will generate more interest.

3. Give them something to think about.   Whether your presentation is voluntary or required, be sure people know why they are there. Tell them something that will resonate after you're through. You can refer to it throughout your speech.

4. Don't try too hard.   If you don't typically tell jokes or speak with humor, then it will be unauthentic to incorporate it into your speech. Don't try to be too solemn if your personality is more lighthearted. While the delivery should match the content, it is always important to be yourself.

5. You are the expert.   Remember, you know your material! You've done the research, written the speech, and practiced your delivery. The audience is there to hear what you have to say!

6. Visualize a successful presentation!   As you practice your speech, picture the positive feeling you will have after giving the speech. Also picture the audience's response and action you are hoping to get.