

## Types of Speeches

### How to Write a Personal Speech?

A personal speech, sometimes referred to as a personal essay or self-introduction speech, is a public speaking format to introduce you or a particular aspect of your life or personality. Personal speeches are typically given in the beginning of a public speaking class by each student as a way to introduce each person to the class personally. Writing a personal speech can be a bit difficult, as most people are a bit apprehensive about public speaking, and speaking publicly about one's self can make this task even more challenging. A good personal speech narrows down a particular aspect or idiosyncrasy about you, giving a brief overview of who you are.

#### Instructions

1 - Choose the particular aspect of your life that you wish to share with your audience. You should try to make this as unique as possible. Avoid generic topics like your favorite colors, sports team and astrological sign. Choose a situation or circumstance in your life that defines (or helped to define) you as a person. Perhaps why you fell in love with fashion or what motivates you to climb mountains. These personal subjects define who you are.

2 - Write the beginning of the speech with an attention-grabbing opening statement or paragraph. Presenting a peculiar piece of history that is little known to the audience that relates to your life will get the attention of the audience. A good example of an attention-grabbing opening line (if it were true) could be: My name is Alex, great-, great-, great-, great-grandson of Alexander the Great.

3 - Fill the body of your speech with information relative to your topic only. Don't go off on a tangent that deviates from the main subject or aspect of your life that you want to share. A good way to do this is to outline the body of your speech and designate four or five main points that you want to emphasize. Some sample points could be: background information of why or what happened to make this particular aspect of your life important; how you began to pursue or become more involved with this part of your life; what happened along the way that makes this aspect significant; why you continue to do what you do or what good has come from this.

4 - Conclude your speech by presenting the audience with a question that only you can answer. A good example for this technique would be: So where do I go from here? Answer the question by summarizing your speech and giving the reasons why the particular aspect of your life will continue to affect you.

5 - Practice your speech in front of the mirror, and time yourself as you speak. Concentrate on eye contact and slowing your words down. Public speaking tends to make people speak faster, and, if you have a time quota, then you'll want to fit the speech perfectly into your allotted time. If you find that your speech is too short, add a few more details or elaborate to fill the void. Just remember to stay on topic--don't deviate from the scope of your personal speech.

## **How to Write an Informative Speaking**

### **Purposes of Informative Speaking**

Informative speaking offers you an opportunity to practice your researching, writing, organizing, and speaking skills. You will learn how to discover and present information clearly. If you take the time to thoroughly research and understand your topic, to create a clearly organized speech, and to practice an enthusiastic, dynamic style of delivery, you can be an effective "teacher" during your informative speech. Finally, you will get a chance to practice a type of speaking you will undoubtedly use later in your professional career.

The purpose of the informative speech is to provide interesting, useful, and unique information to your audience. By dedicating yourself to the goals of providing information and appealing to your audience, you can take a positive step toward succeeding in your efforts as an informative speaker.

### **Major Types of Informative Speeches**

In this guide, we focus on informative speeches about:

Objects  
Processes  
Events  
Concepts

These categories provide an effective method of organizing and evaluating informative speeches. Although they are not absolute, these categories provide a useful starting point for work on your speech.

In general, you will use four major types of informative speeches. While you can classify informative speeches many ways, the speech you deliver will fit into one of four major categories.

### **Strategies for Selecting a Topic**

In many cases, circumstances will dictate the topic of your speech. However, if the topic has not been assigned or if you are having difficulty figuring out how to frame your topic as an informative speech, the following may be useful.

Begin by thinking of your interests. If you have always loved art, contemplate possible topics dealing with famous artists, art works, or different types of art. If you are employed, think of aspects of your job or aspects of your employer's business that would be interesting to talk about. While you cannot substitute personal experience for detailed research, your own experience can supplement your research and add vitality to your presentation. Choose one of the items below to learn more about selecting a topic.

### **Framing a Thesis Statement**

Once you settle on a topic, you need to frame a thesis statement. Framing a thesis statement allows you to narrow your topic, and in turns allows you to focus your research in this specific area, saving you time and trouble in the process.

Selecting a topic and focusing it into a thesis statement can be a difficult process.

### **Researching Your Topic**

As you begin to work on your informative speech, you will find that you need to gather additional information. Your instructor will most likely require that you locate relevant materials in the library and cite those materials in your speech. In this section, we discuss the process of researching your topic and thesis.

Conducting research for a major informative speech can be a scary task. In this section, we discuss a number of strategies and techniques that you can use to gather and organize source materials for your speech.

### **Structuring an Informative Speech**

Typically, informative speeches have three parts:

Introduction  
Body  
Conclusion

In this section, we discuss the three parts of an informative speech, calling attention to specific elements that can enhance the effectiveness of your speech.

As a speaker, you will want to create a clear structure for your speech. In this section, you will find discussions of the major parts of the informative speech.

### **Outlining an Informative Speech**

Two types of outlines can help you prepare to deliver your speech. The complete sentence outline provides a useful means of checking the organization and content of your speech. The speaking outline is an essential aid for delivering your speech.

## **Delivering an Informative Speech**

For many speakers, delivery is the most intimidating aspect of public speaking. Although there is no known cure for nervousness, you can make yourself much more comfortable by following a few basic delivery guidelines.

### **The Five-Step Method for Improving Delivery**

1. Read aloud your full-sentence outline. Listen to what you are saying and adjust your language to achieve a good, clear, simple sentence structure.
2. Practice the speech repeatedly from the speaking outline. Become comfortable with your keywords to the point that what you say takes the form of an easy, natural conversation.
3. Practice the speech aloud and rehearse it until you are confident you have mastered the ideas you want to present. Do not be concerned about "getting it just right." Once you know the content, you will find the way that is most comfortable for you.
4. Practice in front of a mirror, tape record your practice, and/or present your speech to a friend. You are looking for feedback on rate of delivery, volume, pitch, non-verbal cues (gestures, card-usage, etc.), and eye-contact.
5. Do a dress rehearsal of the speech under conditions as close as possible to those of the actual speech. Practice the speech a day or two before in a classroom. Be sure to incorporate as many elements as possible in the dress rehearsal...especially visual aids.

It should be clear that coping with anxiety over delivering a speech requires significant advanced preparation. The speech needs to be completed several days beforehand so that you can effectively employ this five-step plan.

## **How to Write a Persuasive Speech**

### **Definition Of a Persuasive Speech**

*Persuasive speech* refers to a kind of verbal argument aimed at convincing the audience of one's verdict or stance. Usually persuasive speeches are given by politicians to receive votes or by people who support a specific cause.

## **Helpful Tips on Preparing for Your Persuasive Speech**

### **Starting a Persuasive Essay Speech**

#### Be Time Conscious

Choosing for a very broad topic in an assigned time won't allow you to cover all the points thoroughly hence resulting in a feeble argument. For example, if you want to talk about air pollution, it will make your topic very lengthy and scattered, instead of that choosing to talk about "effects of air pollution on human health" will streamline the topic thus keeping it focused. So it's wise to choose for a narrow and a clear topic which will be covered within the time frame.

#### Choose an Audience- Relevant Topic

When intending to give a persuasive speech, opt for a topic that would keep the audience's interest intact and not bore them immensely. Creating a common ground before convincing someone is an essential pre-requisite. You must be able to harmonize with your listeners and they should also be able to synchronize with you. What is their temperament, their interests, their religious beliefs; their social values? Always keep in view the age, interest and mental capacity of the listeners to capture their interest.

#### Tell the Audience You Care for the Topic

You have to personally show conviction and give importance for the chosen topic; otherwise you will lack the necessary sentiments to convince your listeners. Choose a topic that thrills you; something you're zealous about. If you show casual interest in your topic, why would the audience be interested about the topic?

### **Using Your Words and Arguments Effectively**

#### Support Your View Intellectually

Employ generous evidences, illustrations, statistics, quotations, or true stories throughout the speech, but don't bombard them heavily. Make sure they spring forth from an authentic source. The more supporting data you include, the more undoubted your argument will be. Always make sure to cite your sources. Mention the author and the location (book title, web page, article and journal name) before any reference.

#### Don't be offensive

Strictly avoid using sarcastic and mocking comments since this can offend the audience and could make your argument sound totally biased and sentimental. Highlight the other side's viewpoint very liberally and open-handedly. Take their argument very precisely and carefully dissipate each point in a sequence. Integrating a sympathetic tone, humbly state that although you have your own reservations concerning the other stance, you do understand the reasons why people opt for the other view and disagree with you.

## Use a Dash of Humor

You don't want to bore your audience with monotonous repetitious content. Try fitting in sensible and pertinent humor as it refreshes the audience, compels them to reflect on the subject and enhances their receptivity. So, comedy is a convincing element in persuading crowd.

## Identify Your Weaknesses

Do in-depth self-analyses. Discover your bad habits, if any. Do you tend to pause in between your sentences like using "um" frequently? Do you fidget your hands a lot or just stick it on your sides? Does your voice tremble adopting a monotone? Watch out for these unwanted notions, and speak with an clear, distinct accent in your voice. Occasionally use hands to stress points.

## **Important Tips for a Convincing and Attention Getter Public Speech**

### *Be friendly & Interactive*

You should be able to give off a fragrance of friendliness and display warm gestures.

-Make an eye contact with individuals often changing gazes. This instills a sense of direct communication with the audience making them feel important and more receptive towards you.

-Don't stand at one place, unless you are being recorded by a camera; move frequently to create an feeling of one on one basis interaction.

-Remember to never read your speech, instead tell them, and convince them! The difference between reading speech is that it will put the audience to sleep, and telling them something meaningfully will get them to support your view.

### *Practice, Practice and More Practice*

If you want to make your speech a hit, you would have to practice it tremendously. Try practicing it before your immediate family, friends, or relatives who can give you an honest feedback about your performance, and make relevant editions if necessary. Often, practicing in front of a mirror boosts your confidence and helps you diagnose anything awkward about you. It also helps you to observe well whether or not your persuasive speech is flowing logically or not.

### *Relax! It's Ok to Err*

Perchance if you stumble over your words, or make any clumsy gesture, don't alarm! Just move forward or make a sensible joke related to your note. Never reveal your apprehension or anxiety in front of the crowd. It only makes the situation worst. Learn to face save yourself wisely and wittily.

*Involve the Crowd with a Solid Action Plan*

If you've finally been able to convince the audience, equip them with a solid strategy plan. Give them handouts so as to make aware how they can practically support the cause.

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