



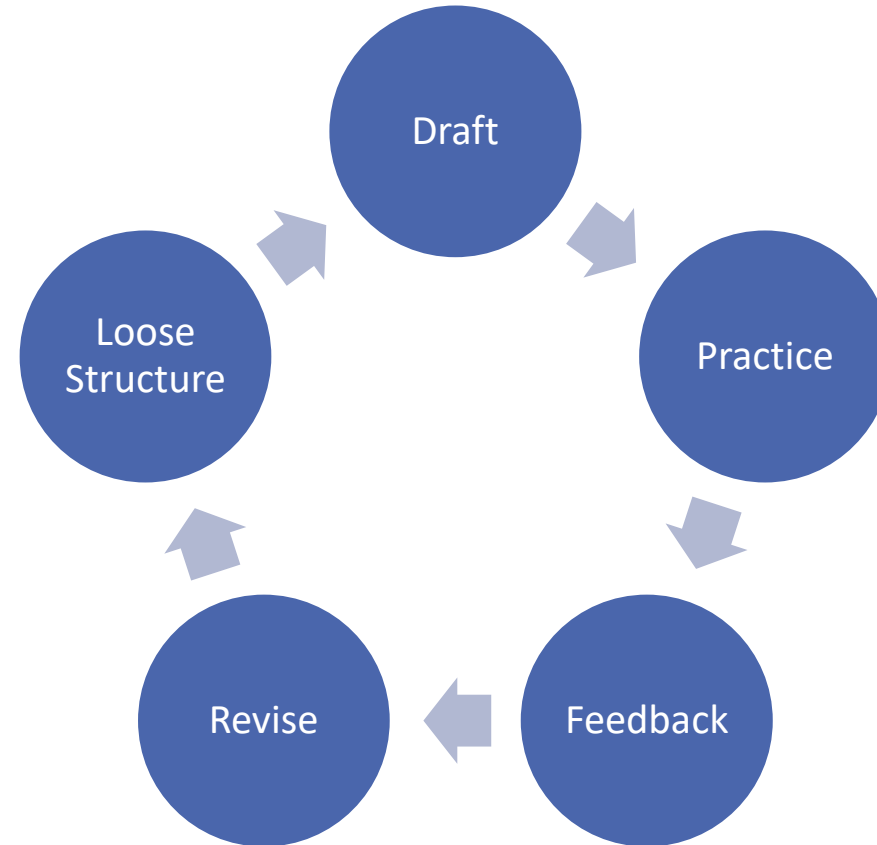
PREPARING A PREPARED SPEECH

CHUNG CHI COLLEGE TOASTMASTERS

NOVEMBER 27, 2021



Steps to Success





Questions to Ask

“What are the objectives of the project?”

“What topic do I want to talk about?”



Questions to Ask

“Researching and Presenting”

“COFFEE.”





Loose Structure

Beginning

- Catch the audience's attention
- Make it clear where your topic is
- Quick, sweet, and ready to go

Middle

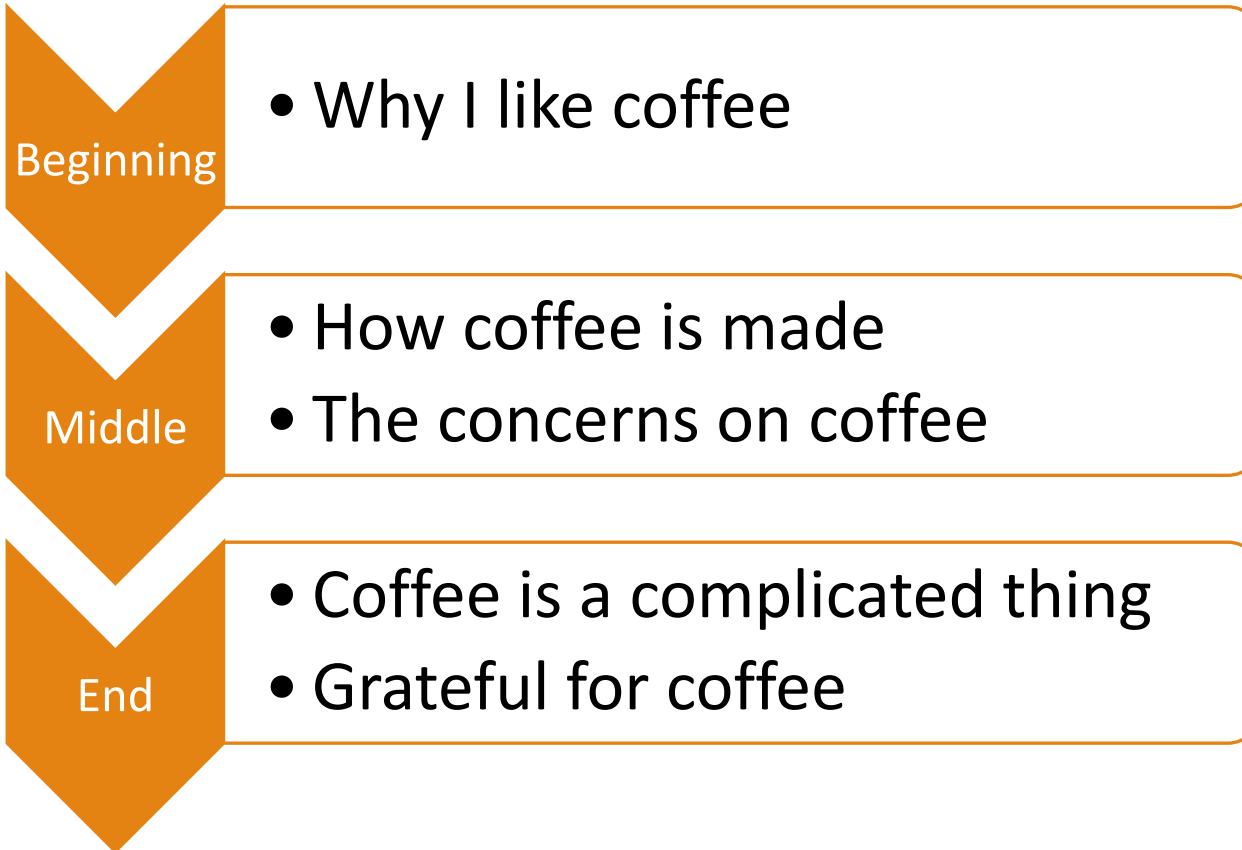
- Contain your main arguments
- Content to back up your conclusion
- The meat of your speech

End

- Final conclusions
- What is the takeaway?
- Make it memorable

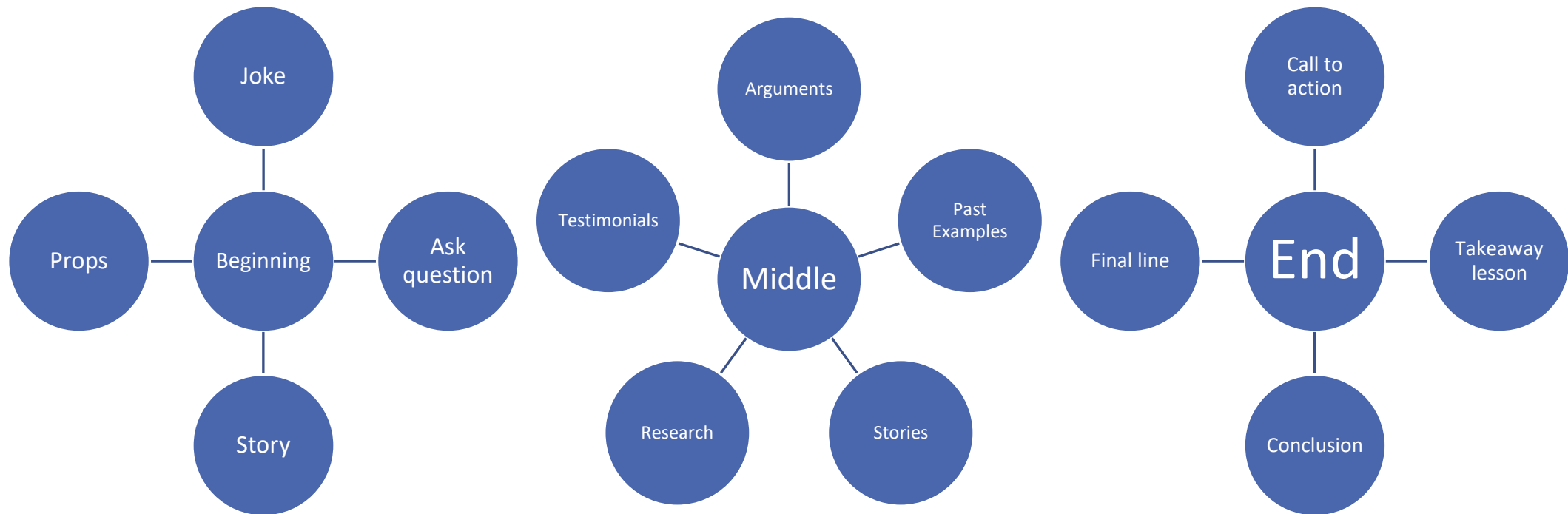


Loose Structure





Draft





The Middle

Chronological (Past, present, future)

Cause and Effect

Problem and Solution

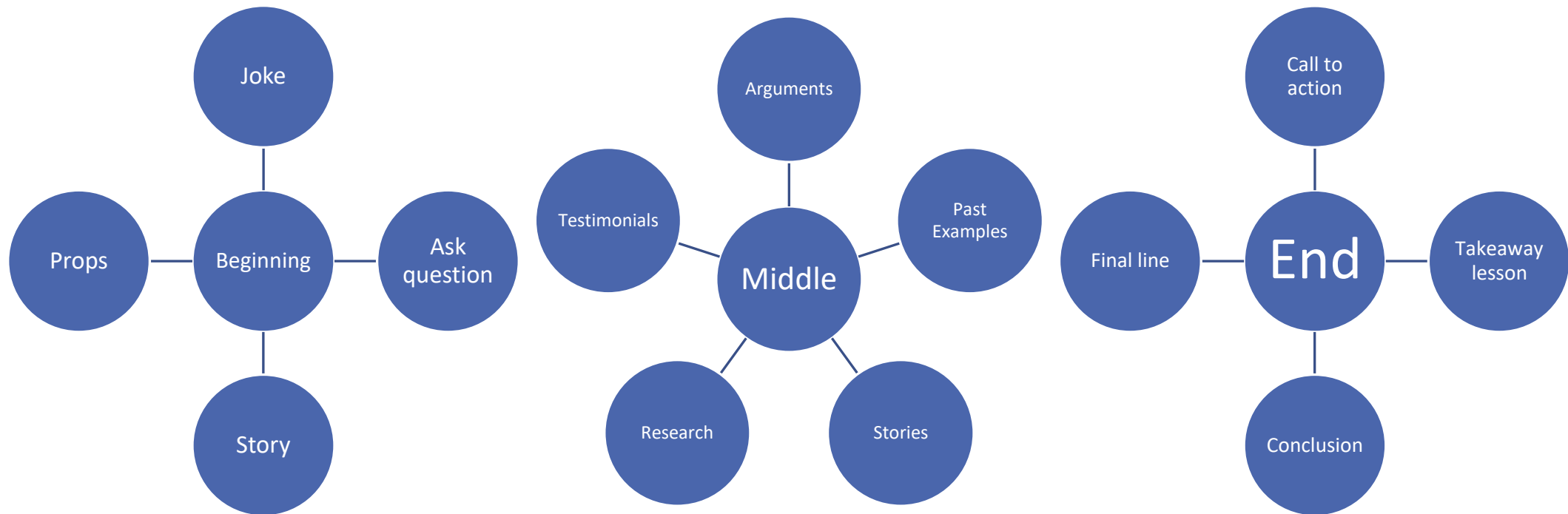
Compare and Contrast (Big and little, light and dark)

Options (Plan A, Plan B, Plan C)

Tell a story, make a point

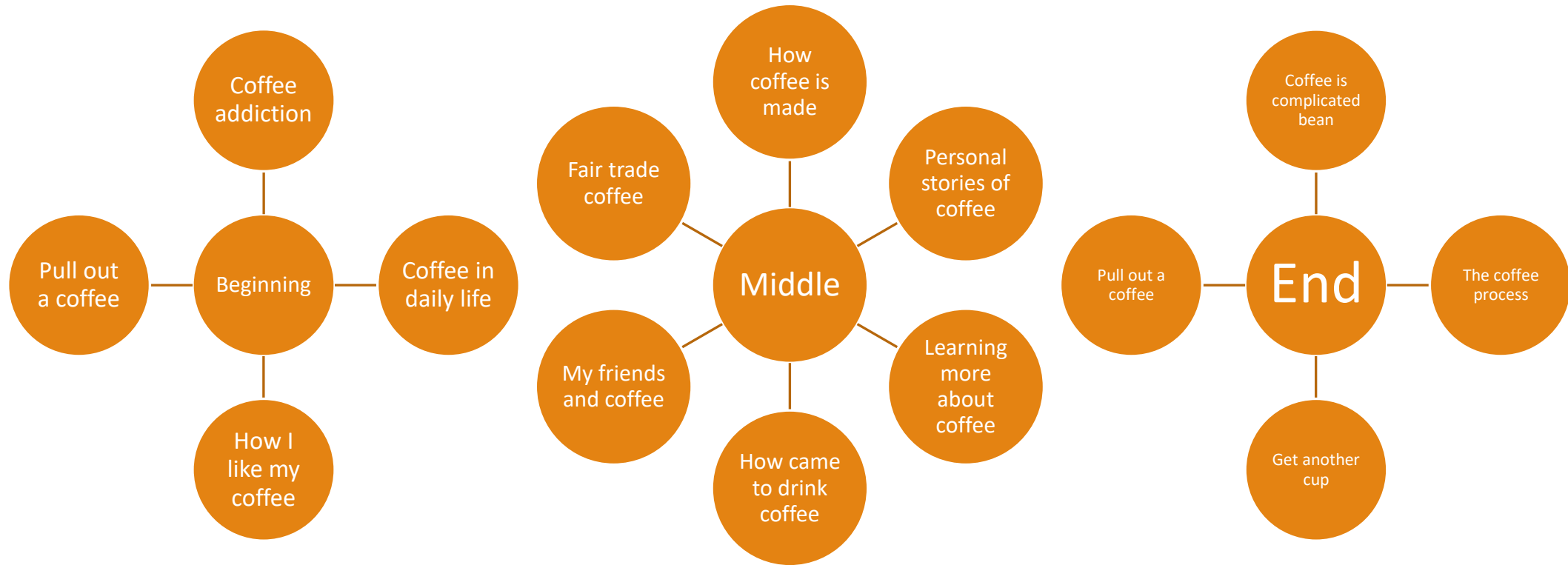


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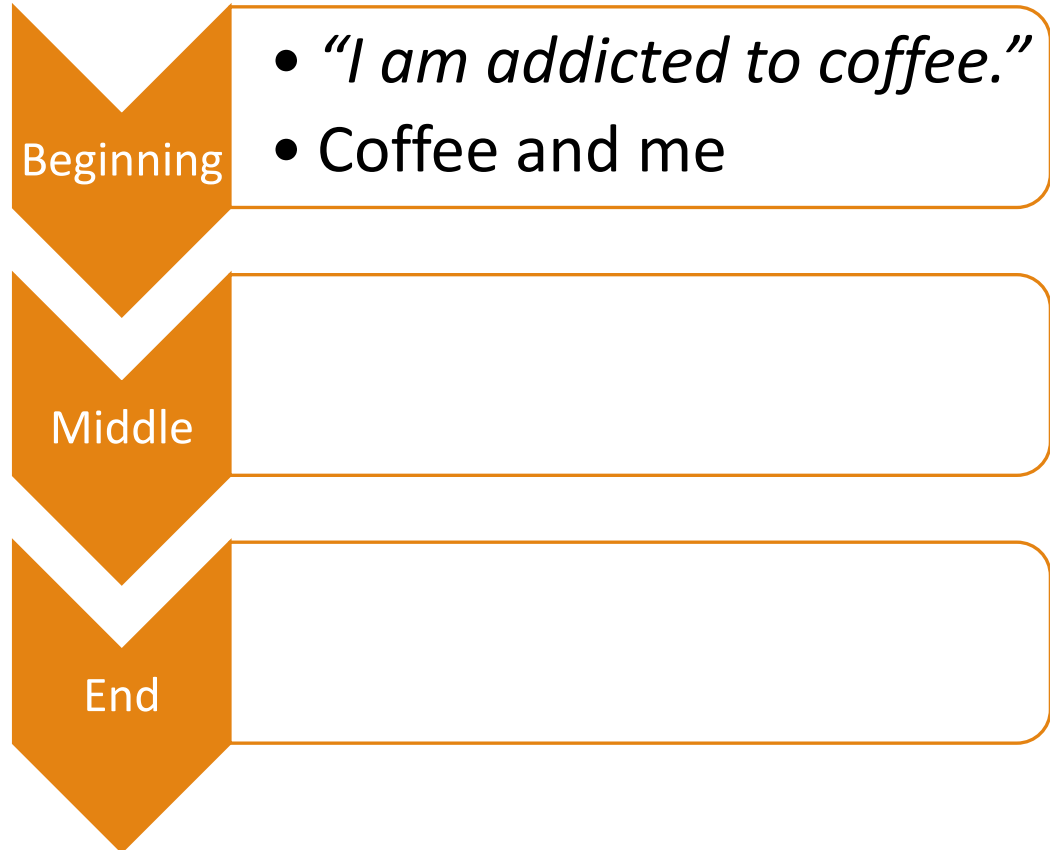




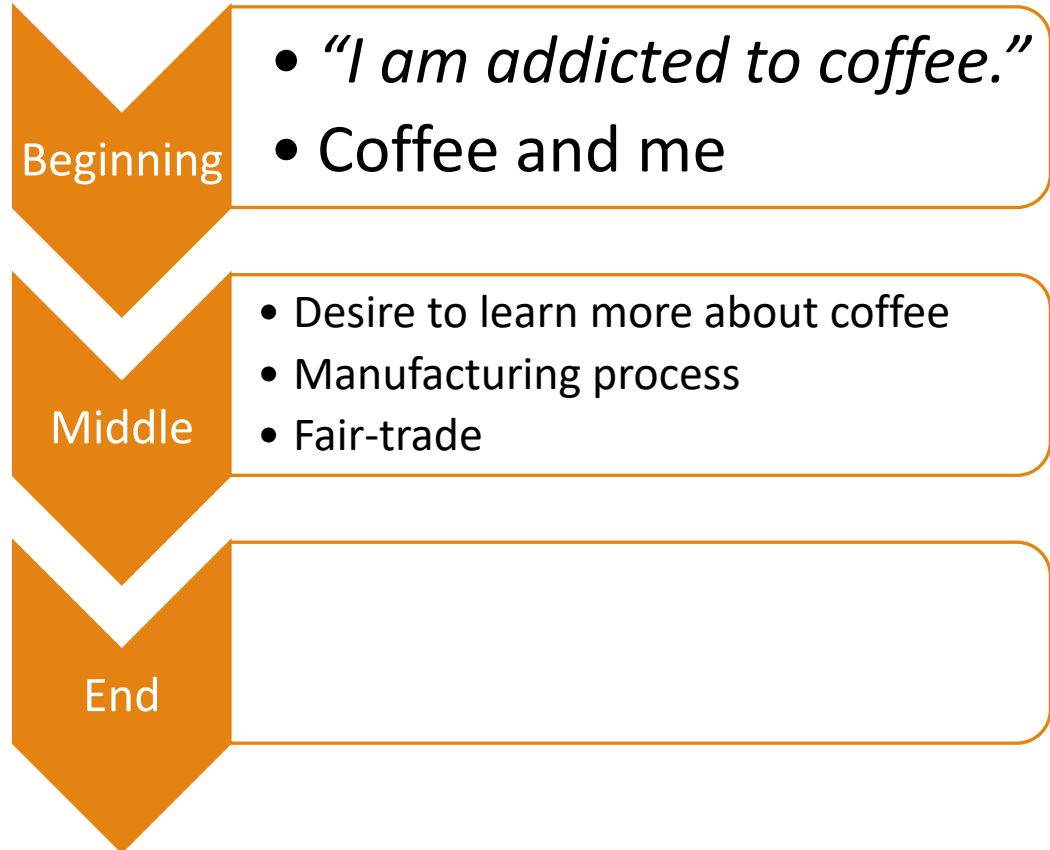
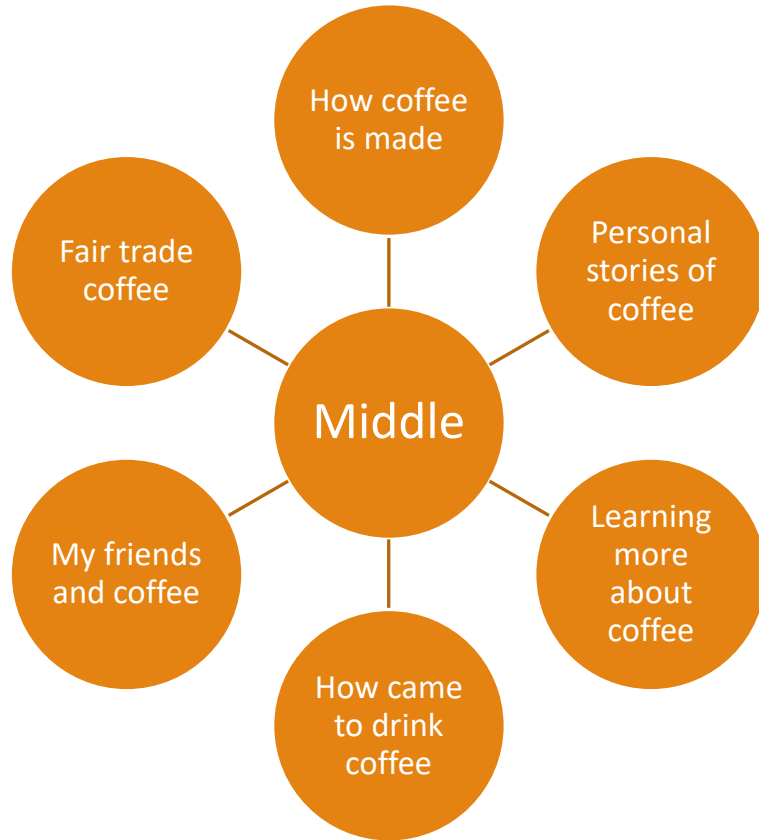
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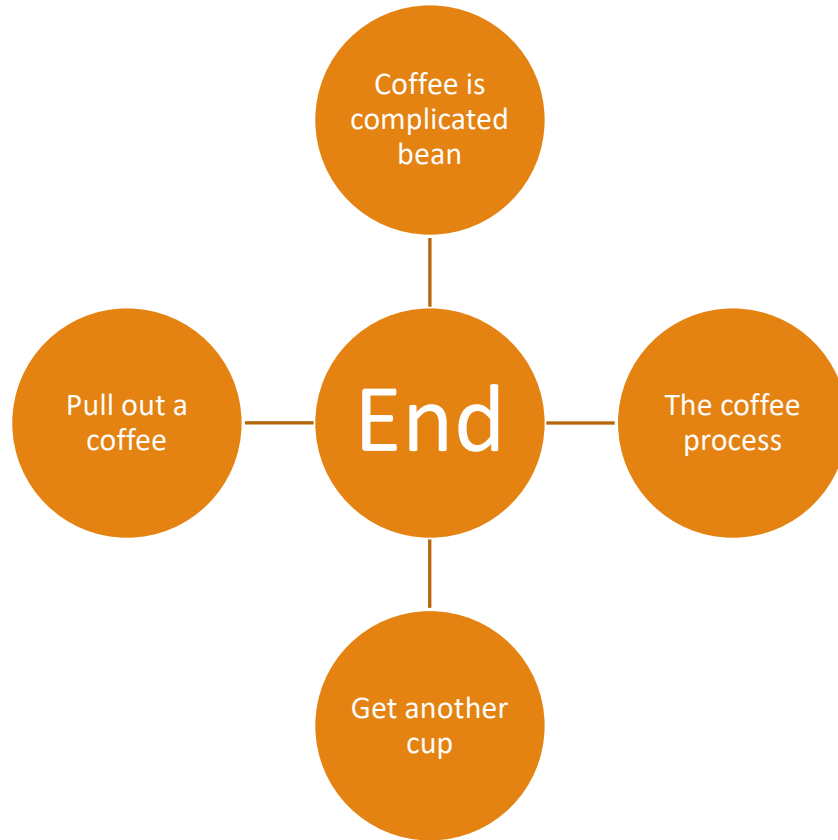


Draft





Draft



Beginning

- *"I am addicted to coffee."*
- Coffee and me

Middle

- Desire to learn more about coffee
- Manufacturing process
- Fair-trade

End

- More considerations when buying coffee
- *"Next cup... think about where it's come from"*



Draft

“Cool Beans”

Beginning

- *“I am addicted to coffee.”*
- Coffee and me

Middle

- Desire to learn more about coffee
- Manufacturing process
- Fair-trade

End

- More considerations when buying coffee
- *“Next cup... think about where it’s come from”*

Practice, practice, and
practice!



Practice



Feedback



Please help me keep an eye on:

- Do you understand what I am trying to say?
- Are my examples understandable?
- Is my flow good?
- How is my quality of delivery?



Feedback



What you did well:

- Your argument is easy to follow
- You are projecting your voice well
- Your positioning is good

What you could improve:

- Don't use too much gestures
- You spend too much time on coffee and you
- Please elaborate more on the fair-trade aspect





Revise

Consider the suggestions given.

What are valid? What aren't?

Change your speech accordingly.

Keep what you did well.

Change what needs to be improved.



Revise

WHAT YOU DID WELL

- ❑ Your argument is easy to follow
- ❑ You are projecting your voice well
- ❑ Your positioning is good

WHAT YOU COULD IMPROVE:

- ❑ Don't use too much gestures
- ❑ You spend too much time on coffee and you
- ❑ Please elaborate more on the fair-trade aspect



Revise

WHAT YOU DID WELL

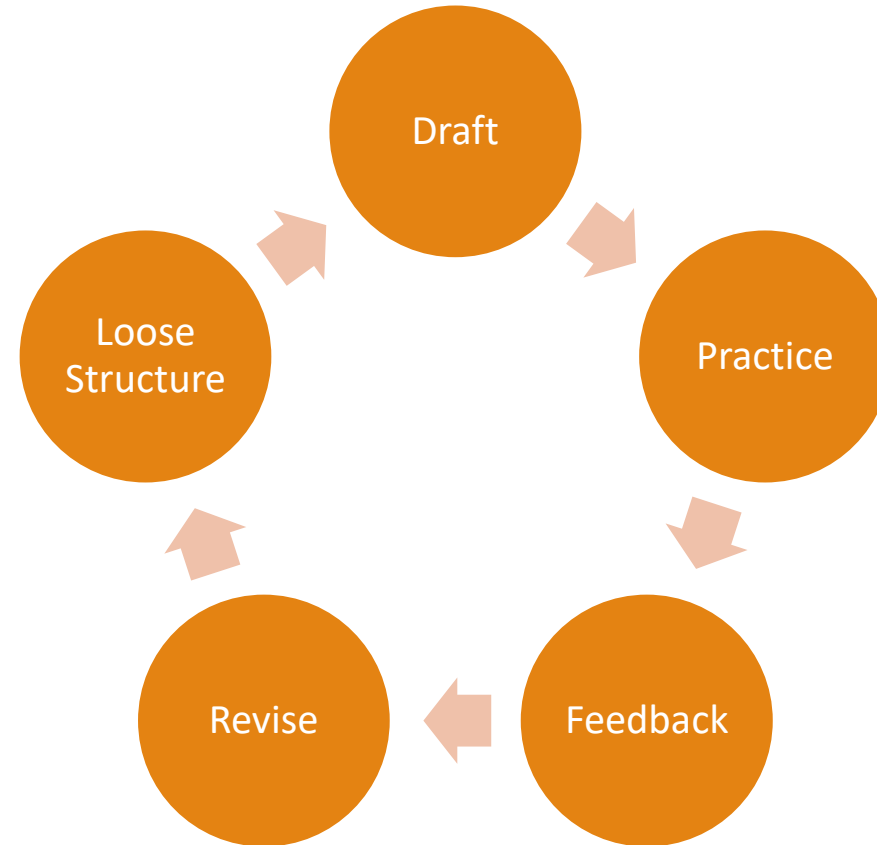
- ✓ Your argument is easy to follow
- ✓ You are projecting your voice well
- ✓ Your positioning is good

WHAT YOU COULD IMPROVE:

- ~~☒ Don't use too much gestures~~
- ~~☒ You spend too much time on coffee and you~~
- ~~☒ Please elaborate more on the fair-trade aspect~~



Revise





Revise

*Improve it until it is as polished
as can be. Or as polished as time
allows.*



THANK YOU!

...AND GOOD LUCK!