



ROSTRUM VOICE OF YOUTH

- **PREPARING YOUR SPEECH**
- **PREPARING YOUR NOTES**
- **SPEECH PRESENTATION**
- **SHORT NOTICE SPEECHES**
- **SPEECH ADJUDICATION**
- **WHERE TO GET HELP**

1

PREPARING YOUR SPEECH



- **Select a topic**
Brainstorm ways you can approach the topic in an original and interesting way.
- **Gather material and develop your ideas**
Find examples, anecdotes, statistics and explanations to add interest
- **Prepare your conclusion**
Know where your speech is heading. What message do you want to leave with your audience?
- **Decide on your 3 or 4 main points**
Sort your ideas under these points
- **Prepare your opening**
Work out a way to get the attention of your audience and give an indication as to the direction of your speech.

2

PREPARING YOUR SPEECH



- **Organise your main points**

Help your audience to follow the logic of your argument by signposting your ideas.

- **Say your speech aloud to get an idea of timing.**

As a guide: In a 6 minute speech your introduction should be approximately one minute and your conclusion approximately one and a half minutes.

In an 8 minute speech your introduction should be approximately 1 and half minutes and your conclusion 2 minutes.

- **Ask yourself the following questions:**

Is your speech interesting?

Will the audience be able to follow what you say?

Do you have a clear message to leave with your audience?

If you have answered yes to these questions, you are ready to prepare your notes.

3

PREPARING YOUR NOTES



Experience will determine how you prepare your notes.

Your aim is to refer to your notes as little as possible as this will enable you to engage with your audience. To achieve this, you will need palm cards with a few key points or words you can use as a prompt.

Hints:

If you write your speech in full on your cards, you will tend to read your speech as you will worry you will lose your place.

Say your speech aloud many times so you are familiar with the content.

Start by writing the start of your sentences or key words as a prompt.

Different coloured pens may help you to remember your different points.

As you practise you will be able to cut down the number of cards you need.

Remember you are sharing your ideas with an audience – look at your audience as much as possible. Don't let your notes become a barrier.

4

SPEECH PRESENTATION



First impressions count

Pause before you speak, smile and be enthusiastic.

STANCE:

Stand straight and balanced with your feet slightly apart.

EYE CONTACT:

Let your eyes travel slowly around the audience so they all feel included.
Look up from your notes as much as possible.

GESTURES:

Be natural – free up your hands to make meaningful gestures.
Use your face to help get your message across – smile, frown and be animated

VOICE:

Project your voice. Vary the speed, pitch and volume to reflect the mood.
Use pauses and avoid the temptation to speak too quickly. Speak clearly.

Do not end with thank you – the audience will applaud you for your efforts.

5

5

SHORT NOTICE SPEECHES



In the Rostrum Voice of Youth you will be given 15 minutes to prepare a 3 minute speech. You will have a choice of 3 topics.

1. Choose the topic where you can draw on personal experience or general knowledge.
2. **Structure is important** –
 - an effective opening
 - the body with 2 or 3 main points (include an anecdote or example)
 - a strong conclusion which leaves your audience with a message.
3. **Choose a plan of attack**
 - Past, present, future
 - Yes, No –outlines which side has more appeal
 - What? Which? Who?
 - Local, State, National
 - Cause and effect
4. **Notes:** list your main ideas
5. **Delivery :** “Sell” your speech with enthusiasm.

6

Control your nerves



- It's natural to be nervous.
- If you are less experienced, try to speak on a subject with which you are familiar or feel strongly about.
- Be prepared – this will give you confidence.
- Know your opening few sentences.
- If you forget your next sentence – **KEEP CALM!**
The audience doesn't know what you were going to say next. **PAUSE** to look at your notes to get you back on track.

The audience will be on your side. **RELAX...** they want you to do well.

7

SPEECH ADJUDICATION



Rostrum Voice of Youth is assessed on the following:

CONTENT 50%

Things to consider:

Material: scope, accuracy, relevance, logic, adequacy

Arrangement: introduction, body, conclusion, general construction

Progression: cohesion, timing, evidence of research and preparation

Language: words, phrases, sentences, word pictures, grammar

Interest: imagination, originality, wit, illustrations, highlights

DELIVERY 50%

Visual impact: stance, gesture, notes, eye contact

Vocal impact: quality, clarity, variety, projection, pronunciation, pace, pause

Empathy: contact, understanding, audience involvement

Mood: sincerity, enthusiasm, emphasis, feeling, speaker's involvement

Appeal: credible, entertaining, memorable, motivating, convincing

8

(These notes are guidelines only and have been prepared by the 2024 National Coordinator, Mrs Jenny Fraser to help you to get started.)

They are not official Rostrum policy

Seek more information from:

www.rostrum.com.au/voy/information-for-all-students

Contact your local Rostrum Club

Rostrum Clubs help members gain confidence and improve their speaking skills in a friendly and supportive environment.

We are keen for your involvement in RVOY to be a positive learning experience.

Contact an interested teacher in your school involved in public speaking and debating .

We encourage you to accept the challenge!

