**INFO SHEET #5: Delivering a Speech**

**Competency**

**MELC:** Deliver a self-composed speech using all the needed speech conventions

**Objectives:**

After the end of the lessons, the learners are expected to be able to:

1. Determine the different types of speech delivery and speech conventions;

2. Compose one's own speech according to a topic of interest; and

3. Deliver self-composed speech.

**Key Information**

**DELIVERING A SPEECH**

**Delivery** refers to the presentation of the speech you have researched, organized, outlined, and practiced. Delivery is important because it is what is most immediate to the audience. The nonverbal part of your speech is a presentation of yourself as well as your message. Through the use of eye contact, vocal expression, body posture, gestures, and facial display, you enhance your message and invite your audience to give their serious attention to it, and you. Your credibility, your sincerity, and your knowledge of your speech become apparent through your nonverbal behaviors.

**Four Types of Speech Delivery**

1. **Impromptu Speech** - is one that you are asked to deliver with little or no preparation. It often occurs when someone is asked to “say a few words” or give a toast on a special occasion. The advantage of this kind of speaking is that it is spontaneous and responsive in an animated group context. The disadvantage is that the speaker is given little or no time to think his or her message. As a result, the message may be disorganized and difficult for listeners to follow.
2. **Extemporaneous Speech** – is a speech delivered with some prepared structure, such as notes or an outline, but not written out entirely. It promotes the idea that the speaker will be perceived as knowledgeable and credible. It achieves a more natural tone, flow, and style, which makes it appeal to the audience. The disadvantage is that it requires a great deal of preparation for both the verbal and the nonverbal components of the speech.
3. **Manuscript Speech –** involves reading your speech word-for-word from (verbatim) by referring to the printed document, or as seen on the teleprompter. The advantage to delivering a speech this way is that you can perfectly plan and control the wording of your speech. Its disadvantage is that it is typically an uninteresting way to present because the delivery becomes dull. There is almost no eye contact with the audience.
4. **Memorized Speech –** involves committing your entire speech to memory. The advantage to memorization is that it enables the speaker to maintain eye contact with the audience throughout the speech, move freely around the stage, and use your hands to make gestures. However, concentration is on the words, not the ideas. The gesture, and facial expression, will be flat and uninteresting. You might end up speaking in a monotone or a sing-song repetitive delivery pattern or in a rapid “machine-gun” style.

**Conventions of Speech Delivery**

1. Effective use voice. You must be loud enough to be heard by everyone in the room, but not so loud that you sound unnatural or bossy. Vary also the pitch, rate, and tone of your voice to avoid sounding monotonous. Strive for a casual, conversational voice
2. Facial Expressions. Make sure that your facial expressions match with the feelings and ideas being expressed. A good rule of thumb for facial expressions (as well as gestures) is to do what comes naturally.
3. Eye Contact. The simple rule on eye contact is this: The more, the better. A good strategy for eye contact is to make brief (a beat or two) eye contact with members of the audience in one section of the audience and then move to another section.
4. Hands and Gestures. Use your hands as naturally as you would in normal conversation or you may rest them on the lectern or fold them in front of your body.
5. Movement. Stand shoulder-width apart, keeping your knees slightly bent. If you are comfortable, try walking around a bit if space allows and it appears natural in practice. Avoid shifting from foot-to-foot, or bouncing nervously. And don’t ever slouch.

**Proposed Performance Tasks**

Directions: With the know-how on speech delivery, showcase how well you can deliver a speech. Compose your self-composed speech and deliver your speech in front of the class.

