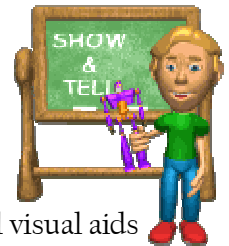
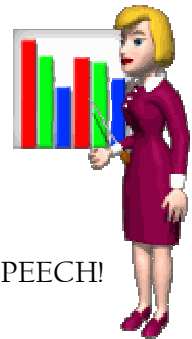


Speech Day Procedures



FOR THE SPEAKER...

1. Be prepared with all the necessary material (i.e. visual aids, outlines, etc.) Make sure all visual aids are set up (cue any videos to the proper place before you come to class).
2. Adjust clothing, hair, jewelry, etc. before you begin speaking. This should be done off stage.
3. Stand up at the front of the room (you may move about above the front of the room or stay behind the podium, but you may not sit down or remain by your desk.)
4. Be conscious of leaning, slouching, or playing with the podium
5. Set yourself up at the podium before speaking. Establish eye contact with the audience and make sure that they are looking at you before you begin to speak. Do not talk or laugh at the audience while walking to the stage or when standing at the podium.
6. Practice/rehearse your speech. Take your time.
7. Always think positive.



A FEW HANDY TIPS TO REDUCE NERVOUSNESS...

1. PRACTICE, PRACTICE, PRACTICE, REHEARSE, REHEARSE, REHEARSE YOUR SPEECH!
2. Before you start speaking, take some deep breaths, relax and organize your thoughts.
3. Refrain from bringing a pen, pencil, eraser, rubber band or any other distracting object up front with you.
4. Channel all of your energy into delivering the speech rather than into fidgeting

FOR THE AUDIENCE...



1. Be sensitive to the speaker's feelings.
2. **Remain quiet during presentations.** Do not interrupt the speaker with questions or comments unless the teacher says it is appropriate. Avoid comments to other audience members.
3. Be a good listener. Show proper listening behavior. **Sit up straight in your seat** and look at the speaker. **Clear off everything from your desk.** Show interest and appreciation to the speaker for his/her courage while delivering a speech
4. Applaud the speaker at the conclusion of the speech. Yelling or whistling is inappropriate. **A simple clapping of hands is the only response necessary.**
5. Remain seated during the speech. If you need to get up, do so between presentations. Also, do not enter a room in the middle of a presentation. Wait at the door until the speech is completed.