Our next fascinating question:

■ Would you want to become President of the United States if it meant you would have terrifying nightmares at least five out of every seven nights in a week?

■ Once you leave office, you’ll go back to your normal amount/kind of dream patterns.

■ Click in! Select A for Yes, I would become the president, and B for No, I would decline the office.
As for me...

- I asked my friends:
  - ____________________________
  - ____________________________
  - ____________________________
  - ____________________________
  - ____________________________
This lecture is about this kind of ________________.

You don’t have the power of the POTUS, but you do have to live up to the job of Speaker.

You demonstrate your ____________ by creating and maintaining good organization.

We’ll cover the basics, including:

A) ________________

B) ________________

C) ________________

Then, we’ll look at a few examples and see what we’ve learned!
Stop me if you’ve heard this one…
Introductions:

- _________________________________
- Does it ____________________________?
- Does your __________________________?
- Do you ____________________________?
- Do you ____________________________?
Incorporate it or just use it in your preparation
Introductions need:

- Attention material AND a preview of the main points!
Introductions:

Attention material
Introductions:

Preview: Tell them what you’re going to tell them

- List the main points, not just ______________

- Write your ____________ into your notes/outline
The body of a speech needs:

+ No alphabet soup and plenty of signposts!
Body!

Avoid Alphabet Soup

- ____________________________
- ____________________________
- ____________________________
- ____________________________
Body!

Give me signposts

- ________________________________
- ________________________________
- ________________________________
Conclusions need:

+ __________ signals that the end is near

__________ signals that the end is near, and

__________ kept
Conclusions

Don’t be a Forrest Gump!
Conclusions

No squeeze plays!

- Conclusions are for ____ and a ____________ and that’s IT!
So, EVERY speech, regardless of purpose, must include:

**Introduction:**

______________________________

+  

**Body:**

______________________________

**Conclusion:**

______________________________
Email standards and practices
Don’t be a networking jerk!
Do what you love!
Finding a mentor
Once you’ve written a well organized speech…

…check yourself one more time for organization holes.

Organization will ALWAYS be a large portion of your grade for every presentation you give.