**Giving an Oral Presentation (Speech): The Basics**

1. Start with an **introduction**.
   a. The introduction serves three purposes:
      - It grabs the audience’s attention.
      - It introduces the topic.
      - It introduces you, the speaker.

2. Have a specific **purpose statement**. In writing, this is called a thesis statement.

3. **Support** your purpose statement.
   a. Each major area of support consists of a main point and support for that main point.
      - Support can be in the form of statistics, facts, anecdotes (stories), comparison, contrast, explanation, definition—any of these, but usually not all of them!

4. Wrap up with a short **conclusion** that:
   a. Restates your purpose/thesis statement.
   b. Summarizes your main points.
   c. Leaves a lasting impression.
      - A good conclusion is usually related to the introduction.

Here is a sample outline of a speech using the above guidelines.

**Introduction:** Last week I drove down MLK Blvd on the way to Spurs game. I wanted to know more about the man for whom this street is named—Martin Luther King, Jr. MLK Blvd is named for one of our country’s greatest leaders. My name is Laura Padgett, and today I will tell you more about this amazing person.

**Purpose statement:** I hope that after my speech you, too, will see Martin Luther King, Jr. as one of America’s greatest ever leaders.

**Main Points**
1. **Background**
   a. Graduated high school in GA at age 15
   b. Began as minister in Alabama in 1950s

2. **Civil Rights**
   a. According to MLK’s biography in the Encarta Encyclopedia online, between 1957 and 1968, traveled over six million miles, spoke over 2500 times – wow!
   b. Wrote 5 books, many articles including “Letter from Birmingham Jail” – considered one of America’s great essays and persuasive rhetoric.
   c. Selected to give keynote speech at March on Washington in 1963: “I Have a Dream”

3. **Awards**
   a. *Time* Man of the Year 1963
   b. Nobel Prize 1964

**Conclusion:** Despite assassination in 1968, still impacting U.S. today. Next time I go to a Spurs game, I will remember the greatness of this man and his contributions to American history.
How to Give Effective Feedback

1. **Compliments**
   - Start with the person’s name or “You”
   - Be specific
   - Compliment the person, not the act or the thing.

   Ex. “Maria, you look really pretty in that sweater.” (Not “That’s a pretty sweater.”)

   Ex. “You did a good job of getting my attention in the introduction.” (Not “The introduction was very interesting.”)

2. **Criticism**
   - Start with “I” to avoid confrontation.
   - Take ownership of the problem, even if you know if it was not your fault!
   - Offer a “Construction”—propose a possible solution to the problem.
     - NOTE: Sometimes you don’t have to do this part because the speaker already knows what to do differently or better; the speaker will sometimes offer his or her own solution!

   Ex. “I had a hard time hearing you from the back row. Maybe next time you could try to speak louder or move closer to the audience.”

   Ex. “I got confused in the part about your brother joining the army. If that part had been after the story of you two as kids, I think the stories would have been in chronological order and I wouldn’t have been as confused.”

3. **A bit of advice.**

   Whenever possible, it is best to compliment in public and criticize in private. However, in a learning environment such as a college classroom, it may be helpful to everyone to have open discussions that involve both compliments and criticism. As long as everyone agrees that this is part of the learning process, embarrassment should be minimal!