

Topic Selection and Speech Preparation Made Easy

By Sherrin Ross Ingram

1st: Never Refuse a Speaking Opportunity

You have a wealth of experiences and thoughts that can be turned into a speech at any given moment. Consider the following categories as a checklist for speech topics:

Personal Experiences

- | | | |
|-----------------------|-------------------------------------|-----------------------------|
| - childhood | - family | - education |
| - work | - civic activities | - hobbies |
| - goals | - dreams | - achievements |
| - disappointments | - sports (participant or spectator) | - a book or article |
| - your favorite movie | - your favorite song or music | - vacations or other travel |

Philosophical Issues

Health Issues

Historical Facts or Issues

Self Improvement Issues

Public or Current Events (Consider local, state, national, and global events.)

2nd: Rely on Technique for Your Speech Preparation

The easiest technique I've come up with is what I call the "3-of-3" method. It's easy to remember and provides organization to your topic without much effort. You simply pick a topic, pick three things about that topic, and pick three things about the three things (and so on as time provides). The 3-of-3 outline, in its simplest form, looks like this:

I. Opening

II. Body

A.

- 1.
- 2.
- 3.

B.

- 1.
- 2.
- 3.

C.

- 1.
- 2.
- 3.

III. Closing

3rd: Remember, each speech is also an opportunity to work on your delivery

Once you can easily select and organize your topic, focus next on your delivery of the topic. Remember, practice only makes improvement. There is always room for improvement in every speech.

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