

Quick & Easy Speech Preparation Tips

People often cancel their speeches at the last minute because they feel they don't have adequate time to prepare. They mistakenly believe that it takes three or more hours of preparation time to deliver a good speech. This just isn't the case! It is possible to prepare a good speech on short notice by using the following tips:

1. **Keep an ongoing list of possible speech topics**, including areas of interest and expertise, personal experiences and stories, and current events. We all have topics which we could easily speak on about for 5 or more minutes. My husband is a good example of this point. He has very little free time for speech preparation, yet he has recently given excellent speeches on flying, biking, and his father passing away. For each of these speeches, he spent an hour or less in preparation time.
2. **Clip or print out articles you like and share key points in a speech.** I once used an article about communication to create **two** speeches and both speeches took very little time to prepare.
3. **Use others' speeches for inspiration.** Earlier this year, a fellow public speaking club member gave a speech about Randy Pausch. A few weeks later, I did a speech which involved interpretive reading from Randy's book, "The Last Lecture."

These are just a few ideas for preparing a speech in about an hour. I suggest you select one of these ideas to try the next time you are scheduled to speak and are short on time.