**High School Speech**

**Ten Steps to Reduce Speech and Anxiety**

**Notes**

**Directions: Fill in specific information for each main topic as discussed in class.**

1. **Know the room.**
2. **Know the audience.**
3. **Know your material.**
4. **Learn how to relax.**
5. **Visualize yourself speaking.**
6. **Realize people want you to succeed.**
7. **Don’t apologize for being nervous.**
8. **Concentrate on your message.**
9. **Turn nervousness into positive energy.**
10. **Gain experience.**

**Basic Speech Strategies**

**Notes**

1. **Move about**
2. **Use gestures**
3. **Eye contact**
4. **Posture**
5. **Effective use of voice**
6. **Use relaxation strategies**

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**Introduce a Classmate**

**DIRECTIONS: You will introduce a classmate. Use the following questions (as well as any others you think will be relevant) to interview a partner from this class. Ask general questions first, then identify a specific area to find out more. For example, your classmate has many siblings. Find out more about living in a large family (pros and cons). OR, your classmate has traveled. Ask specific questions about those experiences. OR, your classmate loves a certain type of music. Find out which musicians are their favorites, how many CD’s do they have, etc. Last, organize your notes to create a 60 to 90 second speech. DO NOT BRING THIS FORM TO THE FRONT OF CLASS AND READ THE ANSWER TO EACH OF THE QUESTIONS!!! That is not the assignment!!! REHEARSE! Use notes or note cards for your speech. Time yourself. (30 Possible Points)**

1. **What are three interesting things that you have done or that have happened to you?**
2. **What are your hobbies or special interests?**
3. **What other places have you lived or visited?**
4. **What are your dreams and/or goals for your future?**
5. **What are things you value most?**
6. **What are some circumstances, abilities, situations, etc. that are unique to you?**

**ORGANIZING YOUR NOTES FOR PRESENTATION**

**You may use only this page when presenting your classmate introduction.**

1. **Intro (who are you introducing)**
2. **Body**

***General information***

***Specific focus of information* ( especially interesting or unique information about your person – more specific details)**

1. **Conclusion (briefly summarize information)**