



Recipe for Public Speaking

Created by MASC; Action in Middle School (AIMS) Committee 2023-2024



Public Speaking can make people nervous. MASC's Action In Middle School Committee created this recipe to help middle schoolers with their public speaking. The questions in this document can help middle schoolers overcome their fear of public speaking. This recipe also has tips to help middle schoolers prepare and present their speeches.

1 BIG Cup of Confidence:



Practicing your speech is key to being confident in public speaking. You should maintain a breathing exercise during practice to help you when delivering the speech. Confident public speaking involves several components for success. According to one of MASC's documents on the MASC website under resources, "Many people take a breath at an 'unnatural' pace. Be sure your breathing is not shallow... also, do not try to finish a sentence if you are running out of breath!" Maintain a steady voice that lets others know you have practiced.

When delivering a speech, maintaining confidence requires keeping the correct voice volume so that nothing sounds unnatural or unclear. Another document from MASC advises, "You want to be loud enough to easily be heard, but not so loud as to be annoying." Lastly, when unsure about something, don't hesitate to ask for help. Consult with an advisor, peer leader, or even a parent or guardian at home. It never hurts to seek guidance if something doesn't sound right or if you need help phrasing something.

3 Cups of Preparation:

When preparing a speech, read it out loud. Read your speech out loud so it makes sense when reading it to an audience. When preparing a speech, you want to be sure it sounds correct and is clear to understand. Sometimes what you may think it says in your mind is not what is being read once presented.

Be sure that your main goal is to get to the point, otherwise, you may lose your audience before you make your point. Make sure everything in your speech is related to the topic so that the listeners are not losing their attention. You should practice with a friend or a parent before presenting your speech. This way you can get feedback and feel less nervous.

8 Cups of Engagement:

You want to ensure listeners are engaged when doing your presentation. To do this ask questions. Be 100% sure that the listeners are a part of the conversation and that they are acknowledging what you are trying to get across. Ask questions to ensure that their focus is on you.

Try your best to sound interesting. Be sure that your speech relates to your message. Understand what you are presenting, so that in the future when questions come up you know how to answer them correctly.

2 Tablespoons of Body Language:

Positive body language makes people view you as more open-minded and welcome to questions/opinions. Positive body language can be shown by smiling, having your body and eyes facing the people you're speaking to, and standing tall (even when presenting on Zoom - stand up to present!).



Negative body language makes you seem as unapproachable and closed-minded. Negative body language can be avoiding eye contact, sitting slumped and/or making yourself seem small, and fidgeting.

3 Tablespoons of Adult Manner:

When talking to adults you want to be sure you are confident and speaking from your experiences. Do not try to change your speech because you are presenting to adults. You should present to adults with the same authority as you speak to other students. You still want to be sure to be considerate. You want to keep an open mind and create a workspace that reflects respectfulness. The way you speak to your superiors affects how they are likely to interpret the speech. Be sure to be respectful and consider all notes.

5 Teaspoons of Speaking Concisely:

Try to limit conjunctions. Try to limit the use of, "like/and" as other filler words that seem standoff-ish and show a lack of confidence. When using "like" or "and", be sure to use it when adding another idea or relating to something. Reread your speech out loud and do not repeat words that come up in every sentence or over-summarize the details included.

4 Cups of Points:

Limit your speeches. Be considerate of the other person's amount of time in the situation. Make sure you get to the point quickly so it doesn't cause confusion and it is most likely to keep your audience engaged.

Be sure your speech includes the information you want to present. Be cautious of the time you use and just get to the point. Think of a sandwich,

Topic Sentence - State what is wanted of the student or adult with a small summary.

Proposal - The point of the speech and what message you want to get across.

Effect - How this proposal could give a better outcome or be a part of a daily routine.

Conclusion - Summary of what you want to be enforced, changed, or heard.

Don't forget to add the SPICES:

Short | The speech isn't extensively long. A good limit is 3 points.

Projected | The speaker's voice can be heard from any point in the room. This prevents miscommunication between the speaker and the listener and false information from being spread.

Interesting | The topic of the speech is intriguing to the speaker and the listeners.

Confidence | Being confident makes the speech 10x more exciting. The speaker can be confident by use of positive body language, volume, and emotion.

Engaging | The listeners are involved and play a part in the presentation by being an active audience. This can be accomplished by the speaker asking thought-provoking questions, giving opportunities for the audience to raise their hands, and using humor as a device to attract attention towards the more important parts of the speech.

Specific | Clearly portrays the information the speaker wants to get across.

