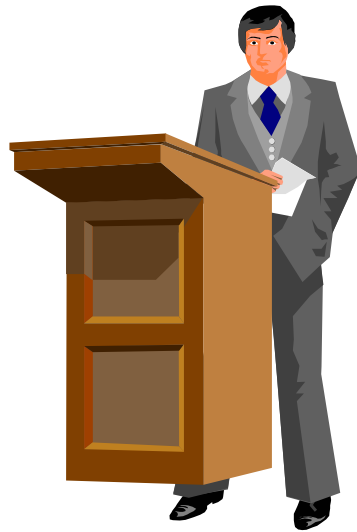
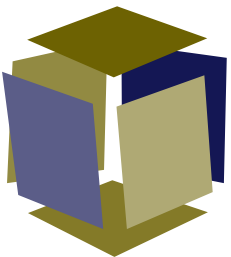


# Speaking For a Better Tomorrow



## Participant's Workbook



A Guide To Making An  
Effective Speech

# Speaking For a Better Tomorrow

## Acknowledgements

Many people helped with creating *Speaking For a Better Tomorrow*, they include:

■ Department of Developmental Services

*Cliff Allenby*

*Michael Long*

*Carol Risley*

*Kathleen Ozeroff*

■ Office of the State Council on Developmental Disabilities, Area Board II

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*Sandra Mak*

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■ Board Resource Center

*Mark Starford*

*Sherry Beamer*

■ Focus Group Participants:

*ARC of San Diego, CA*

*Self Advocacy Members, Chico, CA*





## Foreword

### History:

**Michael Long, Coordinator of Consumer Services, Department of Developmental Services, was contacted by ARC of San Diego regarding their concern that people were not standing up for themselves at their IPP meetings. Michael's solution was to use the skills he learned in a public speaking course he attended at Butte College to try and solve the problem. He began a four-day course on public speaking basics in 1994.**

**The strategy proved successful. Through the process of learning to give a short public speech, people with developmental disabilities found the confidence to start speaking up for themselves. Over time, stories were told of how people's lives changed from their newly found confidence and speaking ability.**

**Word of this work spread to the strong self-advocacy efforts in Northern California. With leadership from Area Board II, and ultimately People First of California, Michael created the People First Public Speaking Manual.**

**Since 1994, there have been over 400 people with developmental disabilities that have participated in the training program throughout California.**





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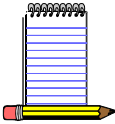


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### THE SPEECH

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### ORGANIZATION

 A cartoon illustration of a yellow pencil with a pink eraser and a blue notepad with a spiral binding.	<b>Speech Handouts and Aids</b>	<b>page 38</b>
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# Introduction



The purpose of this Guide is help you to give a speech about something that will make your life, or the lives of others, better. To do this the Guide teaches you to do two things.



The **first thing** the Guide will teach you is to create a **mission statement**. A mission statement tells people about your life and what you believe about yourself. A mission statement says what kind of person you are, or want to be, and what you want to do with your life. The mission statement also says what you believe in, and how that affects who you are and what you do.



Once you have created your mission statement, the **second thing** you will learn is how to make a speech. Your speech will be built on your mission statement. You will decide your speech topic from your mission statement.



This “Speaking for a Better Tomorrow” Guide was created for you to use on your own, or with someone to help you. You don’t need to take a class to use this workbook. You can use this Guide to help you give a short speech about the story of your life. You can also use this guide to help you give a longer speech, for example, as a conference keynote speaker or at a school assembly.

# Using the Speaker's Guide

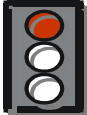


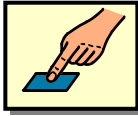
There are examples in the book that help you understand what is being asked of you.

We ask that you try not to use the examples in the book for your own speech. They are included to give you a better idea of what the question was asking.

Try to think hard for yourself, and think about ideas that are your own.

We have put a special picture on the pages and the parts that we think you might need a little extra help with.

This is the picture. → 

When you see  it means that it is your turn to put your answer on the paper.

The Speaker's Guide is divided into three sections to make it easier to create a speech about something important to you. Each section has its own picture on the top to help you know where you are.

Section 1: About Me



Section 2: The Speech



Section 3: Organization





# Section 1: About Me



# Personal Interests




This exercise will help you focus on something you like to do, a personal interest that you enjoy.



## A. What I like to do.


 **Example:** I like going to professional baseball games.

What I like:


1.  \_\_\_\_\_



## B. Why I like to do it?

 **Example:** I like seeing action.  
Being outdoors.  
Being with people.

Why:

 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Personal Interests



This exercise will help you think about things that are important to you in your life.

## A. What is important to me?

*Example:*



Being Independent  
Being happy  
Having friends  
Being an advocate for other people

What is important to “ME” in my Life?



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# What I Feel About Myself



How I would describe myself to other people?

**#1 What I feel about myself.**

*Example*

*I am an independent person.*



**#2 What it means.**

*Example*

*I can do things for myself.*

*I can advocate for myself.*



**#3 What I feel about myself and what it means to me.**

*Example:*

*I am an independent person that can do things by myself and be my own advocate.*





# What I Feel About Myself




Now its your turn to write about yourself.

How I would describe myself to other people?

What I feel about myself.	What it means.
#1  _____ _____ _____ _____	#2  _____ _____ _____ _____



What I feel about myself and what it means to me.
#3  _____ _____ _____



# What I Feel About Myself



Now we are going to write down HOW you **SHOW** others what you feel about yourself.

Here is an example:

## How I show others

### *Example*

*I live on my own.*

*I work full time.*

*I help other people stand up for their rights.*

Now it's your turn.

1. Go back to page 6.
2. Read or ask someone to read to you "What you feel about yourself and what it means."
3. Talk about the things you do that show people.
4. Now write them here. ↴

## How I show others

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---

---



# My Mission Statement



A mission statement tells people what you believe about yourself. It says what kind of person you want to be or are now, and what you want to do with your life.



## ***Making my own mission statement:***

Remember when you wrote “*How I feel about myself, what it means and how I show others?*”



When you put all 3 statements together you have a Mission Statement. Now its time to make your own Mission Statement by following these steps. Look at the example

1. What I feel about myself (*I am an independent person.*)
2. What it means (*I do things for myself, I advocate for myself.*)
3. How I show others (*I live on my own, I work full time and I help other people stand up for their rights.*)



## **Sample Mission Statement:**

*I am an independent person that can do things for myself, advocate for myself and live on my own, work full time and also help other people stand up for their rights.*



# My Mission Statement



Read, or ask someone to help you read, what you wrote on page 6. Now copy all 3 statements about yourself in the box below.

1. What I feel about myself

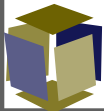


2. What it means

3. How I show others

When you combine all 3 statements about yourself you wrote above, you will make your Mission Statement like the *example* on page 8. You may want some help putting them together.

My Mission Statement:



# Reason for Wanting to Speak to Others



Look at your mission statement on page 9, then answer the questions.

**A. How will it help other people to hear my Mission Statement?**



---

---

**B. How will it help me to speak to groups about myself?**



---

**C. Groups I think would like to hear my story?**

<u>Groups</u>	<u>Reason for wanting to talk with them</u>
<input type="checkbox"/> People with Disabilities	_____
<input type="checkbox"/> Community Groups	_____
<input type="checkbox"/> Schools	_____
<input type="checkbox"/> Families	_____
<input type="checkbox"/> Service Providers	_____
<input type="checkbox"/> Government People	_____
<input type="checkbox"/> Regional Centers	_____







## My Speech Topic

Now look back at the Mission Statement you created on page 9.

Think about what you would like to speak to people about and write it here.

My speech topic will be?



A large rectangular area with a light gray background and a black border. It contains five horizontal lines for writing. In the top-left corner, there is a small icon of a hand pointing to a blue square.





# Section 2: The Speech

# Thinking about Giving a Speech

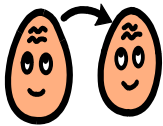


Now we are going to think about **how** you will give the speech.

Before you start writing your speech, think about **what you hope** will happen by giving the speech.

There are three (3) types of speeches:  
Put a check mark next to the type of speech you want to give.

## Persuasive:



**Trying to change people's behavior, attitudes, or feelings**

Making a speech in a way that convinces people to think or do something differently.

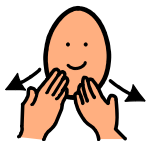
## Informative:



**Giving people information or facts**

Making a speech to teach people something new or different.

## Tribute:



**Giving a tribute to honor someone**

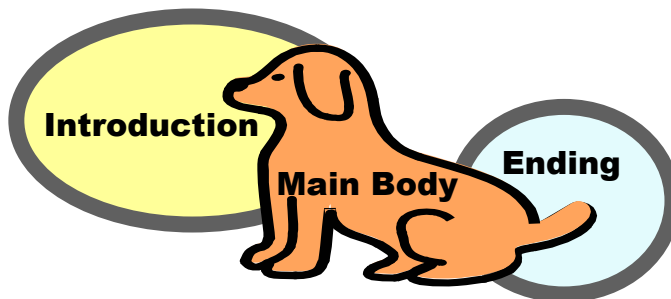
A special thank you for someone who did something special.





When you make a speech there are 3 parts.  
We are going to learn about them now.

1. The speech **introduction** tells people what your main ideas are in *one (1) or two (2)* sentences.  
**Keep your introduction “short”.**
2. The speech **main body** explains in detail what you are going to talk about.
3. The **ending** of your speech reviews your main idea using 1 or 2 sentences.



## (1) Introduction

*(example) Today I am giving a speech or talk about (or)  
Today I will explain why I believe...*

## (2) Main Body of the Speech

*(example) This is where you would elaborate on your topic.*

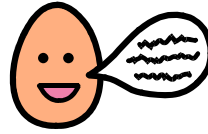
## (3) Ending

*(example) Now I hope you will see why I feel (your topic)  
is a good idea.*





## THE INTRODUCTION



The introduction (*beginning*) of your speech should:

1.  Introduce **YOURSELF**

**Example:** a. Who are you? *I am Michael.*



- 
- b. Why do you want to speak about your topic?

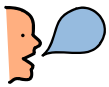
**Example:** *I want people to know I can do things.*



- 
- c. What do you know about the topic?

**Example:** *I have lived on my own for many years.*



2.  Give some **BACKGROUND** (things that happened in the past) on your topic.

**Example:** *I want to change people's feelings about being independent by giving them background on my life.*





## Getting the audience's ATTENTION

Here are some  “speaking tricks” to use that work well with introductions.

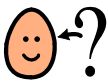
Pick *(1) one* that works best for your speech.



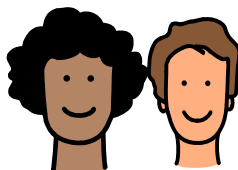
**Short Story** – A story that is about yourself or a situation you know that has something in common with your speech topic.




**Joke** – It can be a joke about you, or the topic.



**Asking a Question** – Ask a question that people already know the answer to, or has something in common with your speech topic.





Now it's time for you to write  your own introduction. Remember the ideas from the last page and think about **HOW** you want to start your speech.

Pick **(1) one** that works best for your speech.



**Short Story**

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**OR**

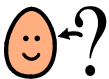


**Joke**

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**OR**



**Ask a Question**

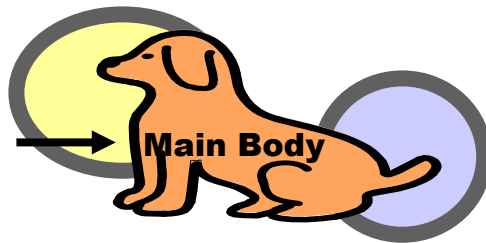
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Now, let's work on the Main Body of your speech.



1. We are going to think about our SPEECH TOPIC we wrote out on page 11.

*Example: My speech topic is about being independent.*

2. Now, think about some questions that will help you decide on the main ideas for your speech.

(Main Ideas give people information about your speech topic.)

*Some Examples:* 

***What** does being independent mean?*

***Who** benefits when I am independent?*

***Why** is it important to be independent?*

***How** do I like being independent?*

***When** did I first think of independence?*

***Where** did I get the strength to be independent?*

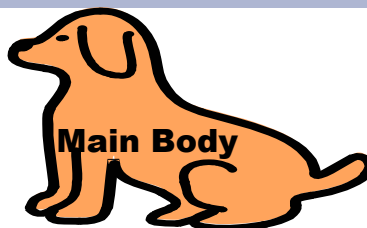


***Note:** Not all questions will fit every speech. You will need to see if they fit the type of speech you want to make.*





It is now your turn to work on the



1. Now write your SPEECH TOPIC (from page 11)



---

---

2. Think of some questions that will help you decide on the main ideas for your speech.

(Note, these ideas give people information about your topic.)



*What*



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*Who*

---

*Why*

---

*How*

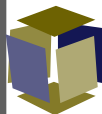
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*When*

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*Where*

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# Sub-points - *Examples*



**Sub-points support The Main Ideas of your speech.** They give people details about your main idea. Here are some examples to look over before you make your own.

***The Sample Speech Topic is: Being Independent***

***Example:***

**MAIN IDEA #1: What does it mean to be independent?**

- A. It means I have responsibilities.
- B. It means I need to follow through on your responsibilities.
- C. It means I can empower myself.
- D. It means I can take small risks in my life--responsibly.

***Example:***

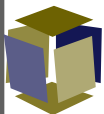
**MAIN IDEA #2: Who benefits?**

- A. I do, by believing I can do things.
- B. People in my circle of support.
- C. My family.
- D. My friends.

***Example:***

**MAIN IDEA #3: Why is it important?**

- A. I grow stronger.
- B. I have respect for myself.
- C. I am empowered.
- D. I can be a role model for others.



# Sub-points - *Examples*



**Example:**

**MAIN IDEA #4: How does it happen?**

- A. I get to make choices and have freedom.
- B. Being independent helps me be an example for others.
- C. By taking care of myself.
- D. By believing in myself.

**Example:**

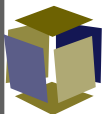
**MAIN IDEA #5: Where does being independent happen?**

- A. From friends and advocates.
- B. From believing in myself.
- C. From believing in others that have developmental disabilities whom are living independently.
- D. From taking action for myself

**Example:**

**MAIN IDEA #6: When does it happen?**

- A. When I take small risks in my life.
- B. When I see that I was able to succeed in things.
- C. When I am able to feel confident about myself.
- D. When I do not rely on family members for things I can do.




# Sub-points 1-3



Now that you have read the examples, it is time to create your own sub-points for your speech. Write your own sub-points for the main ideas you created on page 19.


**Main Idea #1:** \_\_\_\_\_

**Sub points (key ideas)**

- a.  \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_


**Main Idea #2:** \_\_\_\_\_

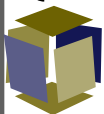
**Sub points (key ideas)**

- a.  \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

**Main Idea #3:** \_\_\_\_\_

**Sub points (key ideas)**


- a.  \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_






**Optional:** Write additional sub-points for the following main ideas if they will help you clarify your speech topic.


**Main Idea #4:** \_\_\_\_\_  
**Sub points (key ideas)**

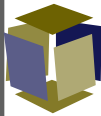
- a.  \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

**Main Idea #5:** \_\_\_\_\_  
**Sub points (key ideas)**

- a.  \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

**Main Idea #6:** \_\_\_\_\_  
**Sub points (key ideas)**

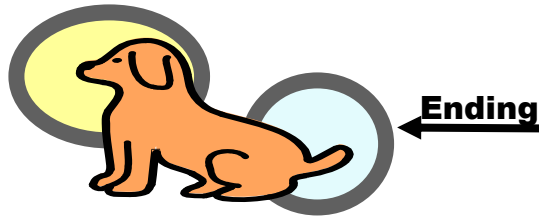
- a.  \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_



# Ending (the conclusion)



- a. The end of your speech should be a short summary (overview) of your main idea and sub points.



***Here is an example:***

*“Today I hope you understand the importance of being independent and what it has meant to me.”*

- b. The end of your speech might have a “**call for action**” to tell your audience *what* you want them to do, *how* to do it, and *when* to do it.

***Here is an example:***

*“I hope that you will empower yourself to become independent.”*

- c. **Include** at the end of your speech:

***Some examples:***

Thank you for coming.

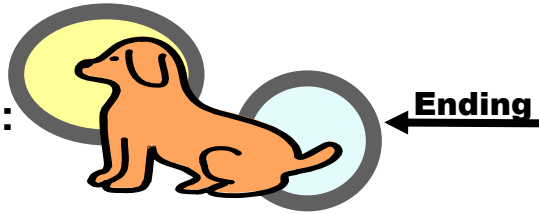
I hope you enjoyed the speech.

I hope you learned something.





Your speech ending:



- a. Now it is time for you to write the your speech ending. Remember, it should be a short summary of your main idea and sub points.



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- b. If you are interested, the end of your speech can include a **“call for action”**. **If you want to insert a “call”, please write it here.**



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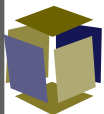
- c. **Include** at the end of your speech: This last section is to thank the audience for coming and any last thoughts you have.



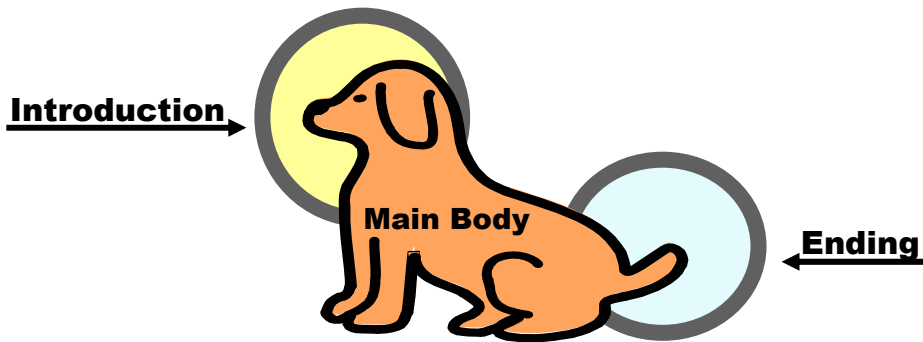
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# Putting It All Together – The Speech



Now that you have worked on the parts of your speech separately, it is now time to put it all together.

**There are 2 ways you can write out your speech:**

- 1) You can write out your entire speech on the following pages. You might need to use extra paper if your speech does not fit.

**OR**

- 2) You can use small cards (called 3 by 5 cards) and put key words or bullet points from pages 22 and 23, or pictures that will help you remember important points when you give your speech.

Now, Let's start here with your introduction. Look back at the pages where you wrote each part of your speech. You can copy the words on the following pages or use cards.

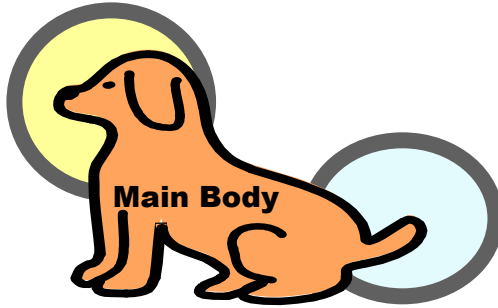
**You may want a friend to help you with this section.**







**Introduction** →



← **Ending**

## I. INTRODUCTION



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## 2. MAIN BODY



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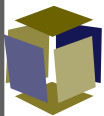
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# Making a Good Speech



Now that your speech is finished, it is time to go over some tips that will help you make sure your speech is excellent:

1. Go through your speech and check to make sure all your main points are included.



2. Copy your speech on paper or note cards neatly.



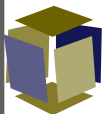
3. If you need help writing carefully or using a computer, ask a friend or facilitator.

4. Sometimes it is easier if your speech has more pictures than a lot of words. Ask someone to help you so you are comfortable when you give your speech in public. **It is important to feel confident!**



5. Here are some suggestions about different ways that help people prepare:

- a. Use pictures to remind yourself of things you want to talk about.
- b. Write the speech in big letters so it is easier to look at when you are talking.
- c. Put your speech on a tape recorder to help you practice.
- d. Use overheads or PowerPoint (*slides that use a computer and projector*) to help you stay on track when you are speaking.





## Things to do a few days before the speech

### 1. ORGANIZE



*(have your cards or script prepared with a checklist)*

When you are organized you may feel less nervous.

When your thoughts are organized you feel more confident.

When you are confident it helps you focus on your speech.

### 2. VISUALIZE



*(seeing yourself giving a good speech in your mind)*

Practice in your head.

Imagine yourself walking into the room being introduced.

Imagine giving a powerful speech.

Imagine leaving the room knowing you did a GREAT job.

### 3. PRACTICE



Say your speech out loud ***at least 4 times***.

Have somebody listen to your speech and give feedback.

Practice in front of a mirror.

Make changes if needed.





When you're *waiting for your turn to stand up*

## 1. BREATHE DEEP



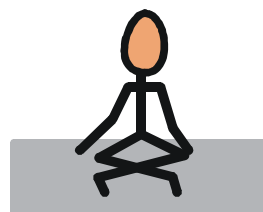
This will relax your muscles.

## 2. FOCUS ON RELAXING

As you breathe slowly tell yourself:

(inhale) **"I am"** (exhale) **"relaxed"**.

Clear your mind. Do this for a couple of minutes.



## 3. LET GO OF TENSION

When you are tense, your muscles tighten.

When your muscles get tight, your hands and legs may shake.

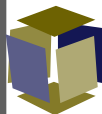
### ***Relaxation ideas:***

Tighten your muscles. Start with toes and move up your body.

Include toes, feet, legs, stomach, chest, shoulders, fingers.

- a. Make a fist.
- b. Then let go.
- c. Relax.
- d. Take a deep breath.

This will drain away the tension.





## While you are *giving your speech*

### 1. MOVE

Move your arms in a “natural” way.  
Take steps to the side or toward the audience.

*(Example) walk around almost like having a personal conversation with someone.*

### 2. EYE CONTACT WITH THE AUDIENCE

If you are a beginner, it helps to look just over the heads of the audience. **Make contact with 3 places in the room.**

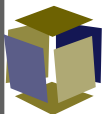
If you look at a fixed place remember to change the place you look at.

When you are experienced, make eye contact.

Connect with the audience like you were having a 1 to 1 conversation.

Talk **TO** them so **THEIR** interest gives **YOU** more energy.

As they get excited, you become excited too.



# Making a Good Speech



## A CHECK LIST

### I PLAN TO:



Organize my thoughts and speech.



Visualize (see it in my mind) myself giving a great speech.



Practice in the position (sitting or standing) you will be giving the speech.



Breathe deeply just before my speech.



Breathe in “**I am**”, breathe out “**relaxed**”.



Let go of tension by tightening and relaxing muscles.



Move when speaking and be yourself.



Make good eye contact with the audience.

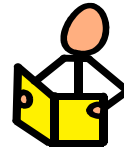




# Practicing Your Speech



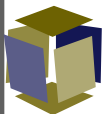
It's now time to practice your speech!



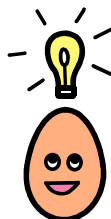
Let's go over these **TIPS**:

- Make sure your notes are “key-words” or pictures on cards or paper. You don't want to “read” your speech. You can memorize your speech if it makes you feel more comfortable.
- Go through your speech with and without your cards or or script many times to feel confident.
- Practice with your charts or “props” if you are using them. Put page numbers on your charts or pictures so it is easier for you when giving your speech.
- Practice the speech with someone listening in a room like the one where you will be speaking.
- Make changes from the feedback you got from someone listening to you practice.
- Practice **2** more times with the changes you made.

**PRACTICE MAKES PERFECT!**



Speaking for a Better Tomorrow



# Things you *DO NOT* Want to do



**Playing with your hands or knuckles**



**Chew gum or candy**

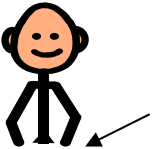
**Playing with papers or pens**



**Jingle money or things in your pocket**

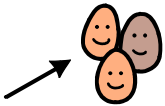


**Pull on an ear or nose**

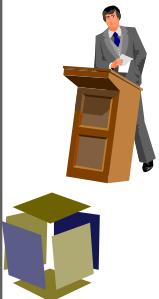


**Stand with your hands on your hips**

**Look at the ceiling or out the window**



**Have a nervous or a silly laugh**



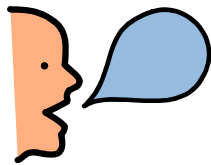
**Rock or shift back and forth**

**Lean heavily on the podium or table**



## HANDLING QUESTIONS AND ANSWERS

Decide when you want the audience to ask you questions about your speech.



YOU CAN SAY ---

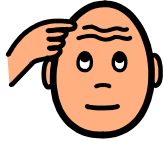
- ✓ “Does anyone have any **questions for me?**”  
↓
- ✓ **Pause** --- give them time to think of the questions.  
↓
- ✓ **Listen** --- to the whole question.  
↓
- ✓ **Repeat** --- the question to the audience in case someone did not hear.  
↓
- ✓ **Answer** --- It is important to give the person a good answer to their question.



# Ways to Handle Questions



When you are creating your speech try to think of questions the audience might have, and think about how you will answer them.



IF YOU DON'T KNOW THE ANSWER  
YOU CAN SAY:



“That’s a good question. Does anyone in the audience want to try to answer it?”

OR

“That’s a good question. I really don’t know how to answer that, can I research it for you?”



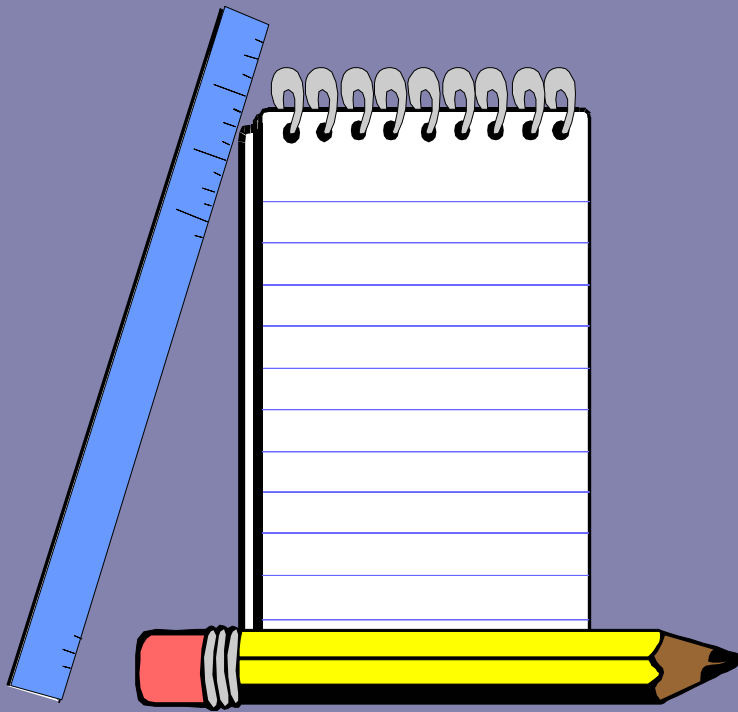
***Other ideas:***

1. Ask an expert.
2. Take the person’s phone number or email address to contact them with the answer, and then follow through.

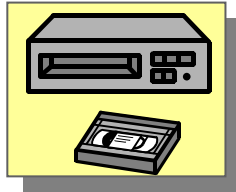
AT THE END OF QUESTIONS AND  
ANSWERS YOU CAN SAY:

***“Thank you for your questions.”***





# Section 3: Organization



## HANDOUTS AND VISUAL AIDS




Visual aids help show the audience what you are talking about.

They can be charts, pictures, overheads, or PowerPoint (slides that are used with a computer and projector).

### TIPS:

If you plan to use handouts or visual aids get more training so you do it in a way that is helpful, not confusing to your audience.


1. Keep them simple – easy to read.
2. Keep them about your topic.
3. Decide when to use them in your speech

-  before
-  during
-  after



# Planning For The Speech Date



1.  Where (place) will you be giving your speech?

---

---



a. Who is the contact person: \_\_\_\_\_



b. Contact phone number: \_\_\_\_\_



c. Speech location address: \_\_\_\_\_



d. Time of the speech: \_\_\_\_\_



e. Are there any special requests or needs from the group (seating, hearing, sign language, etc)? \_\_\_\_\_



f. How is the room set up? \_\_\_\_\_  
(*theater style, tables and chairs, chairs in a circle*)



g. Do you want a microphone for people in the audience to ask questions?



# Planning For The Speech Date



2. Do you want to visit the room ahead of time?

Yes (when) \_\_\_\_\_

No



3. How do you want the room set-up? *Describe:*

\_\_\_\_\_

4. Do you need: 

Head table

Overhead

Microphone

Chart Paper

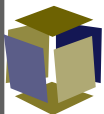
Podium

Power Point

5. Will you ask for help with equipment? Yes \_\_\_ No \_\_\_

6.  What will you wear? (*Good grooming is important.*)

\_\_\_\_\_

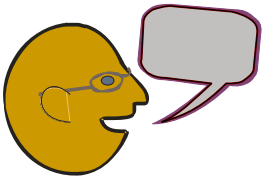




# Checklist For Speech Preparation



## 1. My Speech



My speech is written so I can read it  
*(on cards, typed out or pictures).*

Practice saying my speech.

Things to make it easier to give my speech  
*(such as pictures, overheads, a helper).*



## 2. My Preparation:

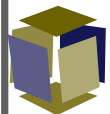


My clothes are ready.

Transportation is arranged.

My helper/facilitator is coming (if needed).

Be early.



# Checklist For Speech Preparation



## 3. Bring with Me:



My speech notes

Overheads or PowerPoint disk

Handouts

Pictures

(other) \_\_\_\_\_



## 4. Verify:



Speech time \_\_\_\_\_ and date \_\_\_\_\_

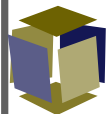
Location and room # \_\_\_\_\_

Directions to the site

How many people will be there

Equipment ready

Room set up that is accessible





Now we are going to spend a few minutes reviewing what we have learned



## WE LEARNED:

1. About ourselves
2. What is important to us
3. What we want to talk to people about
4. How to write a good speech
5. About the parts of a speech
6. How to give a great speech
7. Important tips on how to relax
8. What to do to get ready to give a speech

*Now we are ready to make a great speech  
and make a difference in the lives of  
other people.*

***Have fun!***

