Speak-Ease: how to prepare and deliver simple 5-minute speeches with success: **Table of Contents**

I. Introduction _____ page 1

1. Two fears about public speaking ..... page 1
2. What you'll learn with *Speak-Ease* ..... page 1

II. How to deliver a speech _____ page 2

1. Appearance ..... page 2
2. Posture ..... page 2
3. Your notes ..... page 3
4. Delivery ..... page 3
5. Voice quality ..... page 3
6. Enthusiasm ..... page 3
7. Cover-ups for goof-ups ..... page 4
8. Disclaimers ..... page 4

III. How to self-correct, evaluate and improve ____ page 4

IV. How to write a speech _____ page 6

V. Speeches to choose from _____ page 7

1. Narration ..... page 7
2. Humorous ..... page 8
3. Debate ..... page 8
4. Selling ..... page 9
5. Persuasive ..... page 9
6. Extemporaneous ..... page 9
7. Testimony ..... page 10
8. Political ..... page 10
9. Dramatic ..... page 10
10. Informative ..... page 11
11. Acceptance ..... page 11
12. Introduction ..... page 11
13. Conducting an interview ..... page 11
14. Sermon: Expository ..... page 12
15. Sermon: Thematic ..... page 12
16. Inspirational ..... page 12
17. Loser's concession ..... page 13
18. and 19. Nominating and seconding ..... page 13
20. Reciting famous speeches ..... page 13

I. Appendices (speeches) _____ page 14

1. "Give Me Liberty…"/ Patrick Henry ..... page 14
2. Declaration of Independence/ T. Jefferson ..... page 16
3. Gettysburg Address/ Abraham Lincoln ..... page 19
4. "I Have a Dream"/ Martin Luther King, Jr. ..... page 20
5. Rindercella Slopped Her Dripper ..... page 22
6. Special creation vs. evolution (for debate) ..... page 24

Check off this type of speech when you've given it (this checklist can be used for 4 different people):

____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____