

Chapter 6: Becoming a Treasure Hunter



After giving a speech, people often do not go any farther to become a good public speaker. But, there is more to it than just the speaking!

Part of being a good treasure hunter is knowing the value of your loot. You need to know how much gold coins are worth and what diamonds will bring. This is the same with public speaking. Your speech and other speeches will need to be critiqued to determine their value. Some speeches can be very good in content, but not be delivered well. Others may not expand enough on their subject. This is just like determining the worth of jewels.

A ruby may be gorgeous, but not big enough to be worth anything. Or a sapphire might be really big but flawed on the inside. You must carefully inspect all of your loot to determine if it is really worth anything. This is the same with public speaking. Everyone's speeches will need to be carefully inspected to determine any flaws. Unlike jewels though, flaws in a speech can be corrected.

In this chapter, we will learn how to use the scorecard and how to apply it to yourself to make you a better public speaker.

To Do

Now that you have an idea of what some careers that involve public speaking are, see how many careers or jobs you can identify that require public speaking.

Examples of Careers that Involve Public Speaking

politician	weathermen
speech writers	sales person
principals	camera man (TV show)

Jobs That Involve Public Speaking

Directly: Politicians, Speech Writers, Weatherman _____

Indirectly: Sales Person, TV Camera Man, Principals _____

Tell me what you think, Matey! Tell me what you think!



Did you identify any careers you think you might be interested in?

Do some careers require more public speaking than others?

Do you think all of the jobs you identified are dependent on public speaking in some way?

Now, show me what you did, Matey, Show me what you did!



Did you discover any careers that you didn't know involved public speaking?

Danger!

Do's and Don'ts of Public Speaking

- × Remember most careers involve some type of public speaking.



Sailing on. . .

- × Job shadow with someone in a public speaking career that interests you.
- × Research more about a public speaking job that you don't know much about.

Glossary



Body - The body is the longest part of the speech, giving the important facts. It contains the heart of your information. Plan this part of your speech first, then you can develop an introduction and a conclusion that are appropriate. This is where you will take the main points stated in the introduction and expand and develop them. Tell the audience the important details about each point that you want them to know.

Conclusion - The conclusion is probably the most important part of the speech. This is the "final thought", the high point and the last chance to impress the audience. This is a good time to briefly, but not abruptly, tell your audience exactly what you want them to do or believe about your subject. Summarize your main points and restate the purpose of the speech. Again, don't expand on your points in this section. All of the details need to be given in the body. Adding any additional details in this section will only confuse the audience and remove the focus from the purpose of the speech.

Impromptu Speech - The impromptu speech is a form where the speech is given with almost no preparation. The impromptu speech should be delivered in the same manner as a prepared speech, except that it should probably be confined to one main idea or point.

Introduction - The introduction is short, but it should accomplish a great deal. If it is well planned, it will capture the attention of your audience, make them want to listen, inform them of your subject, and show them how the subject concerns them. This is where you will state the main points of your speech. Do not expand on them yet. Just state them so that the audience knows what your speech is about.

Another form of introduction is used to introduce guest speakers, special guests, and others. It is not a formal type of public speaking, but is still a form of speaking. Introduce the speaker by first and last name and affiliation. Tell where he or she came from and now lives. Briefly, give his or her qualifications relating to the subject as well as any unusual facts which will capture the audience's attention. With a brief statement which will give the audience a sense of anticipation, tell them how the topic will benefit them.

Prepared Speech - A prepared speech is one with a purpose. It is given to inform, entertain, or persuade the audience. Topics are usually based on the speaker's interests and experiences and are researched, prepared, and practiced before the actual delivery date.

Presentations/Demonstrations - This form of public speaking is different from traditional formal public speaking. The speaker is presenting or demonstrating an idea with visual aids and hands-on activities. It's purpose is to teach the audience about an area that the 4-H'er is familiar with. It is a common form of 4-H competition.

Project/Personal Speeches - These speeches are biographical in nature. The speaker focuses on themselves and their experiences. It is a great way to begin public speaking because the speaker is focusing on something they are familiar with - themselves.

Reports - Reports are another good way to begin public speaking. Committee reports are usually limited to three minutes by the by-laws of many organizations. Still briefer reports are in order if the agenda of the meeting is a lengthy one. Complete reports should be presented in writing and distributed after you have read the report to the group.

Outline - An outline is used to help you prepare the speech. It gives a format to follow to help set the speech into an understandable manner. Outlines also help 4-H'ers get their thoughts onto paper and then organize them into a speech that is cohesive and flowing.



Record Keeping



Keeping records is very important. It is a skill you will need for almost everything that you do. Record keeping helps you to remember what you did and why you did it. You can begin learning to keep records by writing down when and where you give speeches.

Below are the definitions of the different areas on the record keeping sheet. You can add more areas to your sheet if they will help you to remember why you gave the speech.

- ℞ **Date** - list the date the speech was given on
- ℞ **Title** - list the title and subject of the speech
- ℞ **Type of Speech** - write down whether it is prepared, project/personal, demonstration, report, invocation, introduction, impromptu, or any other types of speeches you might have given
- ℞ **Purpose of Speech** - determine whether the speech is meant to persuade, entertain, or inform the audience
- ℞ **Audience Description** - write down who the audience was (4-H group, civic meeting, school, television, etc.) and where the speech was given

Rough Draft



A series of horizontal lines for writing, consisting of 18 evenly spaced lines.

Lined writing area with 20 horizontal lines.



Lined writing area with 20 horizontal lines.





FLORIDA 4-H PUBLIC SPEAKING CONTEST SCORE SHEET



Junior _____ Intermediate _____ Senior _____

Name: _____ County: _____

Speech Title: _____

Time Limits: (General) Juniors & Intermediate: 3-7 minutes
(Horse) Juniors & Intermediate: 3-7 minutes

Seniors: 5-7 minutes
Seniors: 8-10 minutes

*Deduct 5 points if speech does not fall into allotted time.
--No questions to be asked--

Judges Initials:

	Perfect Score	Speaker's Score	Judge's Comments
I. Composition (55 points)			
A. Content			
1. Choice of Material - Topic appropriate for age/skill of youth.	10		
2. Related to 4-H - Entire speech does not need to feature 4-H, but each contestant must, at some point, mention 4-H & its relationship to the material being presented.	5		
3. Comprehension & Accuracy - Knowledge & understanding of topic; reliable sources cited.	10		
B. Organization of Material Introduction gets attention; main points organized; transitions used correctly; main points restated in conclusion.	15		
C. Use of Language Good grammar; Topic understandable as described.	15		
II. Presentation (45 points)			
A. Projection to Audience & Voice Control Delivery relaxed, smooth & flowing; spoke clearly. Effective regulation of volume & rate of words.	10		
B. Eye Contact & Poise Eye contact with their audience. Effective use of notes, if used; displays confidence & composure.	10		
C. Appearance Neat, well-groomed, good posture, nice blouse/skirt or slacks for girls; collared shirt/slacks for boys. Tie and/or clover optional.	10		
Total Score	100		

4-H CLUB MOTTO

“To make the best better”

4-H CLUB PLEDGE

I pledge

**my head to clearer thinking,
my heart to greater loyalty,
my hands to larger service, and
my health to better living, for
my club, my community,
my country, and my world.**

4-H Club Colors

Green and White

Your Name

Your Address

Parent or Guardian's Name

Leader's Name

UF | **IFAS Extension**
UNIVERSITY of FLORIDA



Authors: Discovering the Treasure of Public Speaking, 4H PUM 10, was developed by Emily Eubanks, 4-H Student Association, and Joy C. Jordan, Extension 4-H Youth Specialist, Department of Family, Youth & Community Sciences, with special funding provided by the Florida 4-H Foundation, Inc.

Special thanks to Erica Rodriguez and Laura Lok for graphic and word processing assistance.

COOPERATIVE EXTENSION SERVICE, UNIVERSITY OF FLORIDA, INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES, Larry R. Arrington, Director, in cooperation with the United States Department of Agriculture, publishes this information to further the purpose of the May 8 and June 30, 1914 Acts of Congress; and is authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations. The information in this publication is available in alternate formats. Single copies of extension publications (excluding 4-H and youth publications) are available free to Florida residents from county extension offices. Information on copies for out-of-state purchase is available from IFAS-Extension Bookstore, University of Florida, PO Box 110011, Gainesville, FL 32611-0011. Information about alternate formats is available from IFAS Communication Services, University of Florida, PO Box 110810, Gainesville, FL 32611-0810. This information was published October 2004 as **4-H PUM 10**, DLN 4H197, Florida Cooperative Extension Service. Revised September 2005. Reviewed July 2014.