

THE MAIDEN SPEECH

Objectives

- To start speaking in front an audience
- To understand the particular areas of improvement with your speaking ability
- To give a good introduction of yourself to the participants

•TIME: Three to five minutes

Now you have come to a phase where you need to do your own speech after listening to the speeches and table talks. This is going to be your maiden speech. Best way to deliver the maiden speech is speaking about the well-known thing which is mostly about yourself. While doing this, you would enable all the participants to get to know about you, your interests and goals. Preparing and delivering a speech would enable you to understand where your communication ability stands and what are the areas you could improve on to deliver a great speech. Your evaluator and mentor will support you to find out these things. Make note of key parts of this segment and highlight phrases to have a quick recap on what is really required to be done. Make a note of the objectives on your words itself. Read the chapter entirely together with the key areas of the evaluation and now you are ready with your maiden speech.

CRAFTING YOUR SPEECH

If the speech is about yourself there are lot to be told in general. But, here we have only two to three minutes. So, that you need to select most important and interesting parts or incidents of your life that would give the participants with the good understanding of yourself on various aspects. This could be included with the birth place, education, family or how you have come up to the present stage of life with the present occupation. It would be preferred, if you could avoid autobiography and talk more about your business, hobbies or something that reflect you as an individual. Once you are with the ideas of interesting parts of your life in mind, now you can craft them into a story in a way that you tell it to your friends. Share personal stories as much as you can, the more the personal stories, the more cordial relationship would be created with your audience.

OPENING, BODY AND CONCLUSION

Once you have decided on what you are going to speak about, you need to consider on the start and end of the speech. Try to create a great opening that attracts and grabs the attention of the audience. Generate a good ending part for your speech. Fix both attention-grabbing beginning and the thoughtful conclusion of your speech in you mind. You can fill the middle part of your speech easily.

In common, it is better to emphasize on few key points for maximum of three and describe them with examples, stories and incidents. If you are just talking a fact and continue, the audience might not understand the point. So that, you should make a point, say it again in different words, demonstrate the point and say it one more time to be understood clearly. This is one of the important skills to be learn on your maiden speech.

If you require make notes and keep them on the lectern, please be aware that you are speaking not reading. Many speakers write the entire speech and divide it into parts, find key words from each part, and finally have a note of this key words on a note. There are speakers who rely on examples, stories and never write the entire speech. You can choose on what is best for you.

Preparing yourself

The speech is ready, but are you ready to deliver it? You need to rehearse it until you are comfortable enough with the speech. You may need not to memorize the talk, as you are already familiar with the contents but you have to memorize the starting and the conclusion part.

Memorizing the opening part would ensure that the important part of the speech is clearly presented to the audience. As well as, you will get a confidence as you start giving your speech which reduce the nervousness. The memorized opening and the conclusion will ensure the successful start and the impactful conclusion.

Next, you can try delivering the speech in front of your family, friends and mentors. Then ask for their comments. You may get some useful suggestions. You could also try this with many people who could give you suggestions. If you are able to record the speech and listen it on your own carefully, you can add any improvements that you feel that are important. Using a device to record the speech would be a best way to improve your speaking ability.

This is not the presentation that you deliver on making a speech, this is something that you speak in front of your friends about you and sharing the interest of you with them. Don't be panic of the audience, they also feel the same and they all need is from you is that you need to succeed and they always eager to help you.

Be well dressed up when you do the speech in front of the audience. It would enhance your confidence and you will have a better focus on your delivery of the speech than the appearance. This will also give a first good impression on your audience.

Presenting your talk

Once you have completed the preparation of your speech, relax and sit back. You may feel nervous and that is most common for every speaker, even for the experienced ones. You can convert this nervousness into excitement to deliver the speech. No one would notice, if you have any voice trembling and this will disappear soon, when you start saying with the involvement.

When you are introduced, take a few deep breaths in and exhale. This will help you to calibrate your voice natural. Begin the speech by facing the host of the day 'Madam, host of the day' and then audience and say 'ladies and gentlemen' or 'guests and friends' pause for a second and settle and start with your attention-grabbing opening.

While you delivering the speech, make sure you have good eye contact with the audience. First look at someone directly for few seconds and move on with another person. So, everyone feels like they are all looked at. This will result in a good eye contact. Make sure you have glance on the timer, if the timer indicates red smoothly transit to the conclusion part and finish the speech quickly.

Need not to worry about your hands, leave the at your sides and you will get opportunity to practice gestures later.

Finish the speech with your memorized conclusion. Some speakers use to say 'Thank you' when they conclude their speeches to indicate that their speech is over but this is not necessary. Instead, you can nod at the host of the day and say 'Mr/madam host of the day'

YOUR EVALUATION

When you finish talking, you would definitely be evaluating yourself even before you take your seat. You would have realized what are the best parts you have missed. Everybody does that. Just comfort yourself with congratulations and write down the good things you have did in the speech and the things that you need to focus more. Try and avoid such mistakes next time.

In addition to your own evaluation your evaluator also will give his opinions on your speech. Before the meeting, you could give this manual to the evaluator so that they could fill out the evaluation part of this project. You could use this as a permanent record of your progress in the programme. If you have anything that the evaluator particularly looks at, please make sure to have him informed.

You could also ask from the other participants for further comments that may be useful to you. They are usually helpful but not at all. Eventually it's your decision to consider or leave it.