**PREPARING A SPEECH**

Preparing for a speech is one of the best ways to ensure you give an effective presentation. Try these tips to help you properly prepare:

* **Organize your speech** in a logical sequence: opening, main points, summary.
* **Practice and rehearse** a speech frequently prior to delivering it. Ask friends to be your audience, or practice in front of a mirror. Be sure to use a timer to help you pace your speech.
* **Choose comfortable clothes to wear**, but always maintain a professional appearance.
* **Don’t forget to thank the previous speaker**, it is a common courtesy in public speaking. Actively listen to their speech and think of something that struck you about their topic, use that information to effectively thank them for their speech.