



Speech Technique:

Tips & Tricks for Effective Communication

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When planning and delivering your message, use these TEN ways to ensure success:

- Know your audience
- Speak from the heart
- Develop a theme
- Divide and conquer your material, creating a flexible document
- Limit and organize your points
- Be authentic; infuse your message with personal style
- Create a memorable turn of phrase
- Dress the part and establish common ground
- Adjust the engagement level of your listeners; be flexible, improvise
- Leave them with a tangible reminder AND an important idea