



## "Orator Overview" Personal Clients

- **What is the speech brief and main message you wish to convey?**

\* My main message is...

- **How many people will you be speaking to?**

\* 0-10

\* 10-50

\* 50-100

\* 100-500

\* 500+

- **What is the main speech style you will want to use?**

\* Informative (I am educating...)

\* Persuasive (I am selling...)

\* Motivational (I am inspiring...)

\* Political (I am strategic...)

\* Vote Of Thanks (I am chairing...)

\* Humorous (I am entertaining...)

\* Impromptu (I am spontaneous...)

**- How long have you been invited to speak for?**

\*

**- What type of speaking contribution will you make?**

- \* Prepared presentations and talks (rehearsed speaking)
- \* Conversation and discussion led (guided speaking)
- \* Ideas brainstorming and impromptu (spontaneous speaking)

**- What space will be available to you?**

- \* Small (meeting room)
- \* Medium (conference room / village hall)
- \* Large (auditorium / reception / marquee)

**- Will you need to use a podium or microphone?**

- \* Yes
- \* No

**- What will audience configuration be?**

- \* Circle of chairs
- \* Grouped tables
  - \* Horseshoe
- \* Rows of chairs

**- Will you use visual aids?**

- \* Power Point
- \* Hand Outs
- \* Flip Chart
  - \* Props
  - \* Videos

**- Will you have notes to speak from?**

\* Yes

\* No

**- What will your physical positioning be?**

\* Standing (full body language)

\* Seated (upper body language)

\* Both

**- What is your dress code?**

\* Formal

\* Smart

\* Smart/Casual

\* Casual

\* Informal

**- Do you wear any of the following?**

\* Tie/High Buttoned Shirt

\* Suit Blazer/Jacket

\* Suit Trousers/Skirt

\* High Heels/Dress Shoes

\* Belt/Cummerbund

\* Fitted Shirt/Dress

\* Glasses/Hat

\* Gown/Tails

**- What is the specific event for your speaking engagement?**

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**- Name three speaking qualities you've observed that you would like to avoid?**

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- Name one speaking quality that you've observed that you would like to emulate?

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- What do you consider to be your one public speaking strength?

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- What are the three areas you would most like to improve in your public speaking?

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- Which of these areas and techniques do you want to learn about and implement?

<p><b>THE SPEECH</b></p> <ul style="list-style-type: none"><li>* Content Creation</li><li>* Honing Message</li><li>* Speech Structure</li><li>* Rhetorical Devices</li><li>* Impromptu Speaking</li><li>* Visual Aid Design</li></ul>	<p><b>THE VOICE</b></p> <ul style="list-style-type: none"><li>* Breath Support &amp; Volume</li><li>* Vocal Warm Up &amp; Preparation</li><li>* Pitch, Pace &amp; Inflection</li><li>* Articulation &amp; Diction</li><li>* Vocal Projection &amp; Audibility</li><li>* Mic Technique</li></ul>
<p><b>THE BODY</b></p> <ul style="list-style-type: none"><li>* Posture &amp; Stance</li><li>* Visual Aid Relationship</li><li>* Body Language</li><li>* Eye Contact &amp; Eyeline</li><li>* Visual Cues &amp; Signposting</li><li>* Gesticulation</li></ul>	<p><b>THE PRESENTATION</b></p> <ul style="list-style-type: none"><li>* Audience Engagement</li><li>* Speaking Persona</li><li>* Confidence &amp; Nerves</li><li>* Personal Passion</li><li>* Presentation Style</li><li>* Authenticity &amp; Integrity</li></ul>