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Importance Of Listening When Doing A Speech

By James Masterson

Try listening to other expert speakers as much as possible during a speaking event especially the guest speaker since they may be able to provide useful tips while hearing them talk. This could also eliminate redundancy and add more bits and pieces when it is time to speak in front of the audience. Also, this is to save a speaker from any embarrassment, since other speakers at some point try to use materials of the same kind.

Aside from listening to the other speakers, try to listen to the majority of the audience. By knowing the audience, a speaker can have a clearer idea on what is really sought after and what the audience may not like to hear. Here are some tips that can be accomplished before making that big speech.

- Whenever possible, go to the entrance hall and try to mingle with the audience as they arrive. Greeting them will remove the tension and putting a smile on their faces at the start could let it stay there when the speech begins.
- Feel the room. Being familiar with the people and the place can be helpful in knowing the audience type.
- Remember that people came there to listen and the event has been probably scheduled ahead of time and the last thing that the listeners would want to hear is a speaker giving apologies.
- Do some research. Knowing who you are delivering the speech to and the place where these people came from will definitely give ideas on how to properly talk to them.

Importance Of Listening When Doing A Speech

- Study their facial expressions. They may not be saying anything but their actions and the way they tense their muscles would definitely mean either they do not understand what the speaker is saying or they have other questions to support what was earlier spoken. If this happens, open the floor for questions. Begin by raising one's own hand to invite people with questions.
- The audience would especially want a speaker who is interesting, very informative, and can provide entertainment. · If they have questions, make sure to understand each and answer them in the most informative and non-offensive way as possible if the topic is very sensitive. Put seriousness in if the topic calls for it, but for minor issues, a little keynote for an icebreaker will surely help.
- A speaker must know when to halt during the speech. Practicing the speech at home by using a timer would help a speaker eliminate unnecessary words or phrases during the speech. Unimportant words are not needed since he would not like his audience to end up being bored and not having to understand the speech all together in the end.

James Masterson is Stand out, Be Recognized and Be Remembered keynote speaker. [Click Here To read his latest advice](#)

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The Graduation Speech: Farewell And Hello

By Analeese Burnabaker

Anyone who has ever graduated from anything – high school, college, or perhaps a program lasting only a few months – has sat through a graduation ceremony. No doubt that ceremony was filled with a variety of elements. Perhaps special music was played, perhaps someone shared on the accomplishments of the graduates, and maybe you had to share or present part of the ceremony. One element that is present in almost every graduation ceremony is the graduation speech.

There are two main types of graduation speeches that are often presented during graduation ceremonies. First, a common type of graduation speech is given by the valedictorian of the graduating class. If you were privileged to graduate at the top of your class, then you know this speech very well. This type of graduation speech is primarily an avenue upon which a member of the graduating class gets to share memories and advice for their fellow graduates. Students share laughter and sometimes tears over the memories that the graduation speech details. The speaker gives advice and encouragement for the graduates that are about to leave one phase of life and enter a new one.

A second type of graduation speech often found at a ceremony is given by someone outside of the graduating class. Similar to the valedictorian speech, this kind of graduation speech is meant to give encouragement, wisdom and advice for those entering a new phase of life. The speaker is usually someone of importance, a business owner or a person of prominence in academia. The graduation speech usually includes a combination of humor and seriousness.

Do you have the task of preparing a graduation speech for an upcoming ceremony? If so, it does not

Importance Of Listening When Doing A Speech

have to be as hard as it first sounds. Begin by brainstorming a list of ideas. What do you want to communicate to your audience in the graduation speech? Do you want to primarily use humor, or will you go for a more serious speech?

Once you have brainstormed plenty of ideas for the graduation speech, begin making an outline to organize your thoughts. Do not include anything outside of the main theme that you want to communicate. If there is a time limit on your graduation speech, be sure to keep your speech within that limit. Then just be creative and have fun with it. Make the graduation speech you give memorable by being uniquely you. You know how you can best relate to the audience, so do it. Be yourself and show your personality in the graduation speech. People will be more interested if they think you are being authentic in your words.

So, whether you are about to attend a graduation ceremony and hear a graduation speech or whether you are about to present a speech, enjoy it. Graduation speeches do not happen every day. They only happen on graduation day.

Analeese Burnabaker has given many graduation speeches in her day. She loves to consult with people who are about to speak at graduations or any other big events. Discover more at www.allgraduationspeech.info.

[http://allgraduationspeech.info](http://www.allgraduationspeech.info)

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