



# Speech Preparation As A Process

by

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Real speech preparation means digging something out of yourself. You have to gather facts and arrange your thoughts. As you collect the ideas, you have to nurture your ideas and think about a unique way to express them in an organized manner.

A speech needs time to grow. Prepare for weeks, sleep on it, dream about it and let your ideas sink into your subconscious. Ask yourself questions, write down your thoughts, and keep adding new ideas. As you prepare every speech ask yourself the following questions.

1. In one concise sentence, what is the purpose of this speech?
2. Who is the audience? What is their main interest in this topic?
3. What do I really know and believe about this topic as it relates to this audience?
4. What additional research can I do?
5. What are the main points of this presentation?
6. What supporting information and stories can I use to support each of my main points?
7. What visual aids, if any, do I need?
8. Do I have an effective opening grabber?
9. In my final summary, how will I plan to tell them "What's In It For Me?"
10. Have I polished and prepared the language and words I will use?
11. Have I prepared a written and concise introduction for myself?
12. Have I taken care of the little details that will help me speak more confidently?

For more details and ideas and how to begin preparing your speech, read the tips on [Gathering Information](#).

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Lenny Laskowski is an international professional speaker and the author of the book, [\*\*\*10 Days to More Confident Public Speaking\*\*\*](#) and several other publications. Lenny's products can be purchased "on-line" from this website at: <http://www.ljlseminars.com/catalog.htm> . Lenny is also available for hire to speak to your organization, college or association. Lenny also provides in-house seminars and workshops. Why not contact Lenny today for your next function or event. You can reach Lenny at 1-860-559-0202 or E-mail him at: [Sales@LJLSeminars.com](mailto:Sales@LJLSeminars.com).