

SUGGESTED OUTLINE FOR PRESENTATIONS

PARTY NOMINEE 6-minute Speeches

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The following outline is suggested as you prepare to present yourself during the **GENERAL ELECTION at ALBS.**

I. OPENING or INTRODUCTION 1 minute

Begin by saying the following:

TO THE ALBS DIRECTOR, HEADQUARTERS STAFF, all JUNIOR and SENIOR COUNSELORS, MY FELLOW-DELEGATES...GREETINGS...

Sample: "I seek the office of ALBS Governor for 2023 BECAUSE..."

*This is possibly the most important part of your speech, because you want to grab your audience's attention from the start. So come up with something clever, shocking, or interesting right at the very beginning. **Here are some possible techniques to use:***

- **Be dramatic.** Say something like, "I'm about to reveal a plan that will drastically alter the face of humanity as we know it!" when your presentation is really about a new brand of [facial soap](#).
- **Tell a joke.** Getting people to laugh will loosen them up and make them feel inclined to like you and hear what you have to say. Don't try this if your jokes are usually met by silence or groans. Test your opening out first on your most brutally honest of friends...your Campaign Committee.
- **Tell a story.** This will make the audience see you as a person instead of a boring public speaker, thus giving you an air of accessibility. Two things to keep in mind about opening your speech with your story: keep it short (under a minute) and keep it relevant to the rest of your presentation. The point of the story is to lead the audience into your speech.

II. BODY

4 minutes

In the **BODY**, this is your speech. Work on this portion FIRST of all, and then work on the Introduction and the Closing Sections.

Everything you want to say should come out here, in an organized, untrivialized fashion. Here are some possible techniques:

- **Use a formal outline.** *You can prepare for writing the content of your speech by outlining your major points with those fun Roman numerals. Most good speeches have two or three main points, each of which has a couple of sub-points or examples. Formally outlining your speech will make sure that your logical flow makes sense and that your audience doesn't get lost. It will also help you figure out where the holes in your speech are, in case you have to do some last minute extra research.*

OUTLINE SUGGESTION:

- a. Articulate the reasons you are seeking office

Ask and answer the question: What sets YOU apart from the rest of the candidates. Convince the delegates that you can represent ALBS to the various public groups.

- b. Outline your goals and objectives once elected

Articulate THREE goals. Evaluate upon each goal during your presentation.

- c. Outline your platform

Ask and answer the question: WHAT or HOW can you contribute to the ALBS Program. (Be very serious and realistic in making these statements. Realize that some things are planned, implemented and evaluation by the ALBS Chairman)

- d. Other items you deem important to share

III. CLOSING

1 minute

Your closing statement should be UPBEAT AND POSITIVE.
Include your name in your closing Statements.

The way you end a speech is almost as important as the way you begin it. The audience will be most restless at the end, and you have to find a way to tie everything together so that they don't walk away remembering how badly they were fidgeting. So sum everything up for them in approximately a few concise sentences and leave 'em with a witty line.

REHEARSE YOUR SPEECH

Stand in front of a full-length mirror and try to look like a public speaker. Keep your posture straight, your hands in sight, and look into your own eyes. Tell yourself, "People want to hear what I have to say!" and then begin delivering your speech. Be conscious of the way you look in the mirror and adjust yourself accordingly as you're talking. Make sure that you're not being stiff, but always maintain an alert posture, or the audience will end up imitating your slump. Look into your eyes whenever you look up from your notes, and look up from your notes often.

Gather together Campaign Committee, and deliver your whole speech to them.

After it's over, ask them to give you some **constructive** feedback (the last thing you need to do is have your confidence shaken). Ask them to tell you about what you did well and what you need work on. Ask them to tell you what they didn't understand.

Project your voice

*Contrary to popular belief, projecting your voice does **not** mean shouting. When you project, you simply raise the volume of your natural speaking voice without losing control of it (that's when it becomes "shouting"). Think of the difference between talking to someone in a noisy restaurant, and calling your dog in from the backyard.*

You must always project while giving a speech, even if you are presenting in a small room. Find the object furthest away from you and deliver your speech to it.

OTHER SUGGESTIONS

1. **DON'T** recite your high school accomplishments, **WITH THE EXCEPTION OF THOSE ACCOMPLISHMENTS THAT DISTINGUISH YOU FROM THE ENTIRE STUDENT BODY**. For example, such as awards at the city, county, state or national levels. Emphasize those awards and/or accomplishments that bring out your leadership abilities. These details tend to be monotonous and boring to the audience. Please remember that everyone at ALBS has an impressive Resume.
2. Please keep comments appropriate, fitting to the occasion. Avoid the use of vulgar language and inappropriate gestures. Certain inappropriate behaviors (as determined by ALBS Counselors and Staff) could terminate your candidacy.
3. Project your voice; speak clearly.
4. If you'd like to use quotations from other persons, please research the following internet web site: <http://www.quotationspage.com/>
5. Have **FUN** running for Office. **SHAKE A LOT OF HANDS. TALK TO THE DELEGATES.**