

Ready to Kick Start Your Next Speech?

Speech Quick Start Kit



How to take your ideas from concept to platform

Peak Communication Performance Copyright © 2005

The Proven Approach To Create Great Speeches

How To Make The Best Use of the Tools in This Quick Start Kit

The Presentation Planning Tool guides you through a series of 35 questions you should answer before you begin writing your speech. It's four sections (Message, Audience, Presenter and Logistics) will help you decide on your objectives, how you will accomplish them and how you will support your ideas. It also focuses your attention on your specific audience and gives you ways to find out more about them. It also includes a logistics checklist to help you avoid any last minute crises due to technical problems or room set-up.

The Strategic Goal Templates provide an easy way to phrase your objective and keep focused on what you want to accomplish. Simply substitute your own phrases for the examples provided.

The Benefits Generator shows you how you can make the benefits of your presentation clear to the audience. It will make you focus on benefits (which "sell") instead of features (which only "tell").

The Presentation Seating Arrangements Charts illustrate how you should arrange seating for different types of audiences and occasions.

The Example Outline shows you specifically how to arrange the different parts of your speech for maximum effect.

The Outline Template is a Microsoft Word Template that lets you insert your own ideas into an existing outline structure. You received a link to download the template when you purchased the *Speech Quick Start Kit*. If you ever lose or misplace the link, you can download it at <http://www.HelpWithMySpeech.com/outline.dot>

The Powerpoint Tutorial is a bonus tool available at <http://www.websitearchitects.net/flashvideo/> It shows you how to design Powerpoint shows using the I.M.P.A.C.T. principle.