

Schedule – course overview

Introductions

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Syllabus

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Homework – Due Week 2

Download the '**week_2_homework_e2.pdf**' (website/HUFS e-class). The homework is roughly a 3-4 minute self-introduction speech, which has a loosely structured format. Use my Week 1 example speech (website/class handout) given in class as a guide.

- 1) Use the format prompts in the file and type your self-introduction speech. Label the file with your student number, like this: "202005555'_S1.docx' ('number-speech1.docx')
- 2) For the speech, use a single PPT slide – no online files allowed (pacing issue)! – with two to three pictures of your family on that single slide.
- 3) Print the speech (you can use it in class) and submit it to me at: proftodd108@gmail.com after you present in our Week 2 class.

Schedule – SI speech (speech 1)

1. Self-introduction speech (speech 1)

Structure:

- ⊙ Format: use the format in the week_2_homework.pdf
- ⊙ Criteria: solo-speech with one PPT slide (visual aid)
- ⊙ Time: 3-4 minutes
- ⊙ Assessment: 50 points

NOTE: If we run out of time, we'll finish up in Week 3.

Homework 1 – Due Week 3

Bring the '**week_3_homework_e2**' zip file (website and HUFs e-class) to class. This file contains the documents:

- 1) '1_week_3_homework_reading_e2.pdf' (Chapter 3 & Chapter 2)
- 2) '2_week_3_study_guide'
- 3) '3_week_3_great_speeches.pdf'

In class, we will cover chapter answers and do some activities from each chapter. [25 points]

Schedule – speeches (content/delivery)

1. Speech information:

1) Chapter 2: Delivering Your Message

- ⦿ [Walk](#): Activity (p. 20)
- ⦿ [Talk](#): Activity A (p. 21)[partner], Activity B (p. 22), and Activity C (p. 22)[groups]
- ⦿ [Tone](#): Activity (p. 25)
- ⦿ [Impromptu speech](#): Activity B (p. 27) [groups – 1' each]
- ⦿ [Writing](#): Activity (p. 29)
- ⦿ [Practice](#): Exercise A (p. 30), B & C (p. 31)

2) Chapter 3: Putting Your Speech Together

- ⦿ Preparing the speech (p. 33)
- ⦿ Outlines (p. 37)
- ⦿ Transitions (p. 42)

2. Great speeches – for viewing and analysis (if time)

Excerpts:

- ⦿ [Martin Luther King Jr. – I Have a Dream](#) [1963 - @ 10'50" > 14'58"]
- ⦿ [Franklin D. Roosevelt – First Fireside Chat](#) (Banking Crisis) [1933 - @ 10" > 1'21"]
- ⦿ [Winston Churchill – Address before Commons](#) (audio) [1940 -]
- ⦿ [Abraham Lincoln – The Gettysburg Address](#) [1863]
- ⦿ [Adolf Hitler – speeches](#) (English subtitles) [~1930's]
- ⦿ [Kennedy-Nixon \(1st debate\)](#) – highlights (black & white)
- ⦿ [JFK Election Strategy](#) (color)
- ⦿ Great speeches worksheet

3. Review Speech – student example videos: (if time)

- ⦿ TV show (#1)
- ⦿ movie (#2)

Homework 1 – Due Week 4

Prepare a 4:30"-to-5-minute speech on a book, movie or restaurant, etc. of your choice. Follow the student examples that we reviewed in class today. Next week, you'll practice the speech with your peers in a Peer Review Circle. To help with this, please download the '[week_4+6_homework_e2](#)' file (website). This file contains three documents:

- week_4+6_homework_e2.pdf
- prc questions sheet for review speech
- prc reflection sheet for review speech (1+2)
- rubric_review speech

NOTE: To help you improve as a speaker, all speeches from Week 4 onward will be filmed to provide you with a video log to help you notice what you need (and don't need) to work on! 😊

Schedule – Review speech PRCs

1. Review Speech – student example videos* (*as needed)
 - ⊙ TV show (#1)
 - ⊙ movie (#2)
 - ⊙ café (#3)
 - ⊙ book (#6)
2. Peer Review Circles (PRCs) for Review speech (speech 2):
 - ⊙ Overview of PRCs (PPT)
 - ⊙ Groups
 - ⊙ PRC Questions sheet (group work)
 - ⊙ Recorders (?)
 - ⊙ PRC process
3. PRC Reflection paper for Week 4 (handout/online) [8 points]

***REMINDER: *Week 5 – no class (national holiday)**

Homework 1 – Due Week 6 [50 points]

Revise and finalize your Review speech for our Week 6 (WED 07OCT) class, based PRC feedback.

To complete this assignment:

- 1) Follow the content format and examples shown. (Viewed in class/emailed to you)
 - 2) Include a visual aid (PPT) as needed (usually 3-4 slides) at any point. [If offline, *use a USB drive (*to save time!); if online, be prepared!]
 - 3) Print an extra presentation outline and submit it to me (before or after presenting). Make sure your name, student number, and email address are on the outline. (Email it if online).
- Check the rubric for evaluation criteria (content and delivery).

NOTE: Remember practice your speech several times beforehand. Stick to the format (student examples), and you'll be just fine! Keep it around 4'30" – 5' minutes (maximum). See the last page of this file for some presentations tips to ensure a positive and successful presentation. 😊

Homework 2 – Due Week 7

NOTE: This is a two-part assignment for the reflection. To complete part one of this assignment:

- 1) Download the '**prc reflection sheet for review speech 1+2.docx**' (website/eclass).
- 2) Open the file, and complete the top part only (Reflection #1) soon after our Week 4 class.
- 3) After completing Reflection #1, hold on to the paper. You'll do Reflection #2 after you give the review speech. Both reflections (#1 & #2) are due Week 7 via email: proftodd108@gmail.com

DIS English 2 (Speech & Debate) - Week 5 – 30OCT2020

Schedule – No class (*national holiday*)

See **Week 4** for homework that is due Week 6.

Schedule – review speech (speech 2)

1. Review speech (speech 2): student presentations!

Structure:

- ⦿ Format: use the format shown in the 'week_4_homework_edp' file (examples)
- ⦿ Criteria: solo-speech with one or two visual aids (PPT / short video)
- ⦿ Time: 4:30" - 5 minutes
- ⦿ Assessment: 50 points
- ⦿ NOTE: If we run out of class time, we'll finish up in the following week.

Homework 1 – Due Week 7 (or one week after you present)

Complete Reflection #2 for the Review speech. This is the second part of this assignment (that you started in Week 4). To complete part two of this assignment:

- 1) Find your earlier '**prc reflection sheet for review speech 1+2.docx**'.
- 2) Open the file, and complete the bottom part only (Reflection #2).
- 3) After completing Reflection #2, label it as: 'student#_prc_review_yourname.docx'
- 4) Email the document to: proftodd108@gmail.com and include the document label in the subject bar ('student#_prcrev_yourname.docx')

Homework 2 – Due Week 7

Download the '**week_7_homework_e2**' zip file (website/e-class). This file contains:

- 1) 'week_7_e2_study_guide.pdf' (questions on chapter 5 and 6)
- 2) 'week_7_e2_chapter_5_&_6.pdf' ("Speaking to Inform" and "Speaking to Persuade")

Bring the file to class. IN CLASS, we'll read and answer the comprehension questions in the study guide by **highlighting the answers** in the text. We'll do this in groups. Skip the activities; we'll do them in class. I'll go through the answers with you after you highlight/discuss about them in groups. [25 points]

Schedule –speech preparation (INF & PER)

1. Discussion/activity: Chapter 5 “Speaking to Inform” and Chapter 6 “Speaking to Persuade”

- ⦿ ‘week_7_edp_study_guide’ and ‘week_7_chapter_5_&_6_edp’ (triads)
- ⦿ PPT (with answers)

2. Informative and Persuasive presentations (overview):

Structure:

- ⦿ Format: same as Week 4 (Review speech #2) class
- ⦿ Criteria: solo-speech with one or two visual aids (PPT slide or <1’ clip)
- ⦿ Time: 6-8 minutes
- ⦿ Assessment: 200 points (informative); 200 points (persuasion)
- ⦿ Rubric: informative rubric; persuasive rubric

3. Informative & Persuasive speeches – student example videos* (*as needed)

- ⦿ (#1)
- ⦿ (#2), etc.

Homework 1 – Due Week 8

Prepare a 6-8 minute Informative speech for a practice PRC. Use one of the eight patterns in “Speech Communication Made Simple,” pp. 76-77. Tell the class about a about a topic that interests you, for which you have special skills or work experience or that you know about well. In our Week 8 class only, this speech will be given to peers in a Peer Review Circle. Revise accordingly after the PRCs.

To help prepare, please review: “Outlining an Informative Speech” (Chapter 5, pp. 82-84), as well as the video examples emailed to you. See the ‘[week_8-9_homework_e2.pdf](#)’ (website) for more information. *NOTE: *No visual aid is required for the Week 8 PRC class, but a visual aid (PPT) is needed for the actual informative speech. (see Week 7 page). [200 points]

To complete this assignment:

- 1) Follow the content format shown in the ‘[week_8-9_homework_e2.pdf](#)’ file. Use the ‘[week_8+9_informative_worksheets.pdf](#)’ [contains ‘Informative Speech Preparation Worksheet’ and ‘Preparation Checklist’] (website) to help you prepare for this speech.
- 2) Include a visual aid (PPT) as needed (usually 3-4 is enough) at any point. *Use a USB drive. (*to save time!).

Visual aid resources:

[Study.com](#) (watch the video)

[University of Pittsburgh](#)

[University of Leicester](#)

Knowing Your Audience resources:

[Analyzing your Audience](#)

[Toastmasters International](#)

[School-for-Champions](#)

Schedule – informative presentation PRCs

1. Peer Review Circles (PRCs) for informative speech (speech #3):
 - ⊙ Groups (Zoom)
 - ⊙ PRC Questions sheet
 - ⊙ Reflection paper (website)
2. Informative speech – sample student videos
3. Chapter 6 (Persuasive speeches)
 - ⊙ chapter answers

Homework 1 – Due Week 9 [200 points] – same data as: [week_8-9_homework_e2.pdf](#) file

Revise and finalize your informative speech (6-8' long) for our Week 9 (WED 28OCT) class; using feedback given from the PRCs. Use one of the eight patterns in "Speech Communication Made Simple," pp. 76-77. Tell the class about a about a topic that interests you, for which you have special skills or work experience or that you are

To complete this assignment:

- 1) Follow the content format and examples shown. (We'll view these in class)
- 2) Include a visual aid (PPT) as needed (usually 3-4 is enough) at any point. **Use a USB drive. (*to save time!)*

You will be evaluated on content (introduction, body, conclusion, transitions, flow, and visual aids) and delivery (posture, eye contact, facial expressions, gestures, pacing, voice and pronunciation). See the rubric (website and e-class) for more detailed information on these parts.

*Read the student outline example (Chapter 5, pp. 82-84), noting transitional sentences and use the '[week_8+9_informative_preparation_worksheets.pdf](#)' (website) to help you prepare for this speech.

NOTE: Remember practice your speech several times beforehand. Stick to the order, above, and you'll be just fine! Try to keep it at around 6-8 minutes (maximum). See the last page of this file for some presentations tips to ensure a positive and successful presentation. 😊 *See the example layout on the next page, and use the following pages for your own analysis of the informative speech examples that I emailed to you.

Homework 2 – Due Week 9 or 10 (due one week after you present Speech #3)

NOTE: This is a two-part assignment for the reflection. To complete part one of this assignment:

- 1) Download the '[prc reflection sheet for information speech 1+2.docx](#)' (website).

2) Open the file, and complete the top part only (Reflection #1) soon after our Week 9 (or 10) class.

3) After completing Reflection #1, hold on to the paper. You'll do Reflection #2 after you give the informative speech. Both reflections (#1 & #2) are due Week 10 (or one after you present the final speech #3) via email: proftodd108@gmail.com

Schedule – informative presentations

1. Presentation: **Informative** speeches (speech #3) (on Zoom)

Homework 1 – Due Week 10

Download the '**week_10+11_homework_e2**' file. This file contains information for Week 10 and Week 11 homework, plus video analysis pages for the student examples that we will view in class. The first part of the file contains Week 10 homework, as follows:

Prepare a persuasive speech (6-8' long) for our Week 10 (WED 04NOV) class. Use one of the eight patterns in "Speech Communication Made Simple," pp. 76-77. Choose a controversial topic about which you feel strongly or is of interest to you, which you believe should be changed in some way. **This speech will be given to peers in a Peer Review Circle** (a peer feedback process).

To complete this assignment:

- 1) Follow the content format (below) and the student video examples shown on the '**week_10-11_homework_e2**' file. Be sure to integrate sources into your speech (usually one source per main point is sufficient; be sure not to lose your own opinion due to too many sources).
- 2) Include a visual aid: picture, chart, graph, diagram, etc., realia or physical example. Visual aids can be used at any part of the presentation. This is optional for the PRC but mandatory for the real speech.

*To help yourself prepare for the persuasive speech, download, review and use the '**week_10-11_persuasive_preparation_worksheets**' file. This file has preparation worksheets for your persuasive speech, plus information on how to search for and integrate research sources into a paper or project (like your speech!).

Homework 2 – Due Week 11

Revise and finalize your persuasive speech based on PRC feedback from Week 10. Make sure your speech fits the parameters of this assignment. Choose a general topic about which you feel strongly or is of interest to you, which you believe should be changed in some way. Be ready to present this speech in Week 11. It is a 6-8' speech.

To complete this assignment:

- 1) Follow the content format (below) and the student video examples shown
 - 2) Include a visual aid: picture, chart, graph, diagram, etc., realia or physical example. Visual aids can be used at any part of the presentation. Remember, 3-4 slides is enough; don't overdo it!
 - 3) Email me the presentation outline (not script) and PPT file to me after presenting.
- See the '**week_10-11_homework_e2.pdf**' (website) for more information. [200 points]

Schedule – persuasive PRCs

1. Finish up any remaining Informative speeches!
2. **Persuasive** speeches (review* and preparation) *AS NEEDED
 - ⊙ 'week_5_edp_study_guide' answers (for Chapter 6)
3. Peer Review Circles (PRCs) for persuasive speech (speech #4):
 - ⊙ PRC Groups
 - ⊙ PRC Questions sheet
 - ⊙ PRC process
 - ⊙ Reflection paper (website)
4. Persuasive speech – (will also be emailed to you)
 - ⊙ sample student videos ('week 9+10 homework' file worksheets)
 - ⊙ Review Chapter 6 (as needed)

Homework 1 – Due Week 12 (one week after giving the Persuasive speech)

- 1) Download the '**prc reflection sheet for persuasion speech 1+2.docx**' (website).
- 2) Open the file, and complete the top part only (Reflection #1) soon after our Week 10 class.
- 3) After completing Reflection #1, hold on to the paper. You'll do Reflection #2 after you give the persuasive speech. Both reflections (#1 & #2) are due Week 12 (or 13) via: proftodd108@gmail.com

Homework 2 – Due Week 11

Revise and finalize your persuasive speech (6-8' long) for our Week 11 (WED 11NOV) class. Use one of the eight patterns in "Speech Communication Made Simple," pp. 76-77. Choose a controversial topic about which you feel strongly or is of interest to you, which you believe should be changed in some way. Be ready to present in Week 11.

To complete this assignment:

- 1) Follow the content format and examples shown. (We'll view these in class)
- 2) Include a visual aid (PPT) as needed (usually 3-4 is enough) at any point. **Use a USB drive. (*to save time!)*
- 3) Email me the presentation outline (not script) and submit it to me (before or after presenting). Make sure your name, student number, and email address are on the outline. You will be evaluated on content (introduction, body, conclusion, transitions, flow, and visual aids) and delivery (posture, eye contact, gestures, etc.) See the rubric (website and e-class) for more detailed information on these parts.

*Read the student outline example (Chapter 5, pp. 82-84), noting transitional sentences and use the '**week_10-11_persuasive_worksheets.pdf**' [contains 'Persuasive Speech Preparation Worksheet' and 'Checklist'] (website) to help prepare.

NOTE: Remember practice your speech several times beforehand. Stick to the order, above, and you'll be just fine! Try to keep it at around 6-8 minutes (maximum). See the last page of this file for some presentations tips to ensure a positive and successful presentation. 😊 *See the example layout on the next page, and use the following pages for your own analysis of the informative speech examples that I emailed to you.

Schedule – persuasive presentations

1. Presentation: Persuasive speeches (begin > finish up Week 11)

Homework 1 – Due Week 12 (due one week after you present Speech #4)

- 1) Complete the second set of reflection questions on the ‘**prc reflection sheet for persuasive speech 1+2.docx**’ (website).
- 2) Open the file, and complete the bottom part (Reflection #2) soon after presenting your persuasive speech.
- 3) After completing it, send both completed reflection to me via email: proftodd108@gmail.com
Be sure to label your file as: “*yourstudent#_reflectionpers_1-2.docx*”. ☺

Homework – Due Week 12 (possibly Week 13, due to Persuasive speech overruns)

Download the ‘**week 12 homework questions**’ zip file (website) and highlight the answers to the questions based on the chapter readings. These will be checked in class! [25 points].

Schedule

– debates overview

0. Finish up any Persuasive speeches

NOTE: The following activities (below) may likely be pushed to Week 13

1. Discussion – chapter answers (Speak Up!)

⊙ Chapter 3: Public Speaking

⊙ Chapter 4: Arguments

⊙ Chapter 5: Refutations

2. Pre-debate activities

⊙ Just talk

⊙ Agree/Disagree

⊙ Switch

⊙ Bluff

⊙ Balloon debate

⊙ Five good reasons

⊙ Devil's Advocate

3. Other: Universal Basic Income (YouTube)

⊙ *Video task – watch the video (~9')*

⊙ *Pyramid discussion – Should UBI go forward?*

Links:

[South Korea's UBI Experiment \(OCT2020\)](#)

Other possible topic/input:

[20/20 – American Debate Reparations for Slavery Walter E. Williams – Slavery Reparations](#)

[Randall Robinson – Horrific Injustice of Slavery Must be Repaired](#)

[Randall Robinson – What America Owes to Blacks and What Blacks Owe to Each Other](#)

English Debate & Presentation - Week 13 – 25NOV2020

Schedule – debate overview, homework questions

NOTE: The following activities (below) may likely be pushed to Week 13 (from Week 12)

1. Discussion – chapter answers (Speak Up!)

- ⊙ Chapter 3: Public Speaking
- ⊙ Chapter 4: Arguments
- ⊙ Chapter 5: Refutations

2. Pre-debate activities

- ⊙ Just talk
- ⊙ ~~Agree/Disagree~~
- ⊙ Switch
- ⊙ Bluff
- ⊙ Balloon debate
- ⊙ Five good reasons
- ⊙ Devil's Advocate

3. Team formation for debate practice

2. Topic Selection:

- ⊙ debate topics discussion (choosing)
- ⊙ practice debates to get you used to the debate format

Homework – Due Week 14

See the Weekly file (Week 14 section) and review the debate format for practice debates that we will do in our Week 14 class. We'll do 'fishbowl' debates (3 vs 3) in Week 14. Also, watch the three videos on our website: 'how to debate'; 'how to debate – first speaker affirmative'; and 'how to debate – first speaker negative'. Additionally, review the 'template for debate speeches' pdf – this has the overall structure that you will use for debate practice (Week 14) and for the final debates (Week 15-16).

English Debate & Presentation - Week 14 – 02DEC2020

Schedule – debate practice (fishbowl)

From Week 13:

1. Team formation for debate practice

2. Topic Selection:

- ⊙ debate topics discussion (choosing)
- ⊙ practice debates to get you used to the debate format

3. **Fishbowl debates** (3 on 3) using NSDA-style format

- ⊙ practice debates to get you used to the debate format

Procedure

[Format] The debate format will be the same for Weeks 13-16 using a modified NSDA (National Speech & Debate Association) format. This debate will be held (online) in front of the class

[Groups] You are already in a group of three, so you'll keep that same group (with some doubling-up due to our large class size). **Groups** for Week 15 & 16 and additional **topics** will be posted online in a pdf file, along with the following information (below).

[Teams] Each group has two teams (3 members for each team): one team will support the proposition (affirmative team) and one team will oppose the proposition (negative team). Teams will practice in Week 14. You will debate a different team in Week 15 or 16.

The debate format is as follows:

1. 1st Speaker of the Proposition – Opening (4-5 minutes)
2. *(Up to) One-minute group consultation/planning
3. 1st Speaker of the Opposition – Opening (4-5 minutes)
4. *(Up to) One-minute group consultation/planning
5. 2nd Speaker of the Proposition (4-5 minutes)
6. *(Up to) One-minute group consultation/planning
7. 2nd Speaker of the Opposition (4-5 minutes)
8. *(Up to) One-minute group consultation/planning
9. 3rd Speaker of the Proposition (4-5 minutes)
10. *(Up to) One-minute group consultation/planning

11. 3rd Speaker of the Opposition (4-5 minutes)
12. *(Up to) One-minute consultation/planning
13. Proposition Reply Speaker (*any group member/s) – _Closing (2-3 minutes)
14. Opposition Reply Speaker (*any group member/s) – _Closing (2-3 minutes)
15. Feedback (matter, manner, and method)
16. Vote (*quick informal check)
17. Discussion (about the topic)
18. Break (*10 minutes)
19. Second group...(repeat the process)

The rubric used for Week 14 will be used for our Week 15 and Week 16 debates. ☺

Homework - Due Weeks 15 and 16 – the week you debate (09DEC or 16DEC)

Thoroughly prepare for your (*NSDA modified) Asian Parliamentary debate by:

1. Reviewing the “Speak Up!” chapters, and the fishbowl feedback, group feedback, video, etc.
2. Checking websites like ProCon, Intelligence Squared, Debate.org, idebate, etc. (see website)
3. Making sure that you have a clear/strong stance on the issue
4. Collecting support/evidence/info for your position (to include expert resources)
5. Getting organized
6. Laying out your arguments
7. Preparing your refutations/rebuttals
8. Coordinating with group members between now and Week 14 (i.e. via text, email, etc.)
9. Refraining from meeting your opponents and abstaining from any type of choreography

In addition, review both the rubric (i.e. assessment criteria – 10 points each for the following: information/arguments, rebuttal, use of facts and statistics, and organization; 5 points each for respect and topic understanding > 9-10/5 points for left column 1, 7-8/4 points for column two, 5-6/3 points for column 3, 3-4/2 points for column 4, and 1-2/1 point(s) for right column 5) and language tools (i.e. expressions to facilitate communication throughout the debate) as necessary.

As a reminder, you'll be sent the topic the night before your debate (as some of you have morning class) to prepare with your team – to share notes and plan/solidify your strategy. There will be two debates in Week 15 and two debates in Week 16. **The choosing of teams will be done by the professor***and as such, the professor will notify the Week 15 debaters the night before the debate. (*fairness issue). [50 points]

English Debate & Presentation - Week 14 – 08DEC2020

Schedule – debates

1. **Fishbowl debates** (3 on 3) using NSDA-style format

Homework – Due Week 15

Watch the debate example videos that I emailed you and ‘flow’ each debate. Use the ‘flowing a debate’ file (website/emailed to you) for this flowing practice. This will give you much-needed practice with the debate process.

English Debate & Presentation - Week 15 – 09DEC2020

Schedule – debates

1. **NSDA modified debates*** (all teams)

We’ll do more in-class practice (on Zoom) to better prepare for our Week 16 final debates.

We will also discuss how best each group wishes to debate (online or face-to-face) for Week 16.

English Debate & Presentation - Week 16 – 16DEC2020

Schedule – final class

1. **Final debates** > the process for final debates for each group will be determined in our Week 15 class. Regardless, **all debates must be recorded*** (*backup for grading)
2. Survey* (for the instructor; *can be completed via google forms)

Tips for giving a public presentation

1. **Begin with the end in mind** (be clear about the general and specific purpose)
2. **Know your words** (in the language that you are presenting)
3. **Avoid slang** (to not confuse non-native speakers)
4. **Praise your audience** (even if you have not learned that much from them)
5. **Know the background and cultural norms of your audience** (avoid disrespect)
6. **Simplify your messages** (rely on your expertise, focusing on a few powerful ideas)
7. **Keep Powerpoint slides to a minimum** (*you* are the focus, not the PPT)
8. **Be yourself** (people will respond to the real you more than a memorized speech, etc.)
9. **Practice makes perfect** (Begin where you are and grow from there)
10. **Speak everywhere** (Speak everywhere, not just at home or in the classroom)
11. **Slow down** (speak slower and use strategic pauses to help the audience focus)
12. **Tell personal stories** (easier to remember than facts or figures)
13. **Message your body** (90% of communication is nonverbal!)
14. **Let your passion show** (Believing your message can be infectious)
15. **De-risk the technology** (reduce errors by simplifying technological issues)
16. **Prepare a special message** (Find your own message that is all yours)
17. **Make eye contact** (move your gaze to different audience members as you speak)
18. **Film yourself** (pinpoint bad speech or behavior and then modify it)
19. **Focus on your topic, not your performance** (be invested in the topic)
20. **Finish strongly** (A strong finish maintains message strength and your confidence)