

## **TIPS FOR MAKING A SPEECH WITH YOUR SPEECH GENERATING DEVICE**

### **GATHERING INFORMATION:**

- What is the topic?
- Who is my audience?
- How much time do I have?
- Provide organizers with information about yourself for an introduction. You may choose to identify how you communicate.
- Be sure to ask organizers for any specifics you may require (e.g., speakers, extension cord, ramp, etc.).

### **PREPARING YOUR PRESENTATION:**

- Use short sentences and insert lots of commas for pauses.
- Check pronunciation of words – you may need to familiarize yourself with the pronunciation feature for corrections.
- Limit the use of conjunctions (e.g., can't, won't), longer words/phrases are often easier to understand (e.g., I want to see it vs I would like to look at that).
- Use humour, but make sure it is appropriate for the venue. You may want to check with others to make sure your message is heard the way you intend.
- Time your speech to make sure it is not too long or short.
- Practice makes perfect. This will help you feel comfortable in front of an audience.
- Ask others for feedback.
- Keep a copy of your presentation. You may want to use the information in the future.

### **ITEMS TO BRING:**

- Charger or a second battery if you have one.
- Backup copy of speech on memory key.
- Paper copy of speech. Individuals with hearing losses will appreciate this. Also, if there are technical difficulties, someone can stand beside you and read your speech.

### **SET-UP/WHEN YOU ARRIVE:**

- Check your volume level in the venue. Is there a microphone? Are there speakers? Is the volume loud enough?
- Check the voice quality of the speech output. Sometimes a high volume distorts the voice quality.
- Check the rate of speech. For clarity, you may want to decrease the rate of speech to a level slower than you would normally use to talk.
- Be sure to ask others for feedback.

### **DURING YOUR PRESENTATION:**

- Make eye contact with your audience. This helps to show you are interested in their responses and reactions.
- Take short pauses to ask a question or make a comment (e.g., "Have any of you experienced this?")
- You may choose to request that all questions be left until the end of the presentation.
- Relax and have fun ☺