

Troop 344/9344
Pemberville, OH



Public Speaking Merit Badge



Public Speaking Merit Badge Requirements

1. Give a three- to five-minute introduction of yourself to an audience such as your troop, class at school, or some other group.
2. Prepare a three- to five-minute talk on a topic of your choice that incorporates body language and visual aids.
3. Give an impromptu talk of at least two minutes, either as part of a group discussion or before your counselor. Use a subject selected by your counselor that is interesting to you but that is not known to you in advance and for which you do not have time to prepare.
4. Select a topic of interest to your audience. Collect and organize information about this topic and prepare an outline. Write an eight- to 10-minute speech, practice it, then deliver it in a conversational way.
5. Show you know parliamentary procedure by leading a discussion or meeting according to accepted rules of order; or by answering questions on the rules of order.

John F. Kennedy's Inaugural Address



Click on diagram for a video of the speech.

MLK "I Have a Dream" Speech



Click on diagram for a video of the speech.



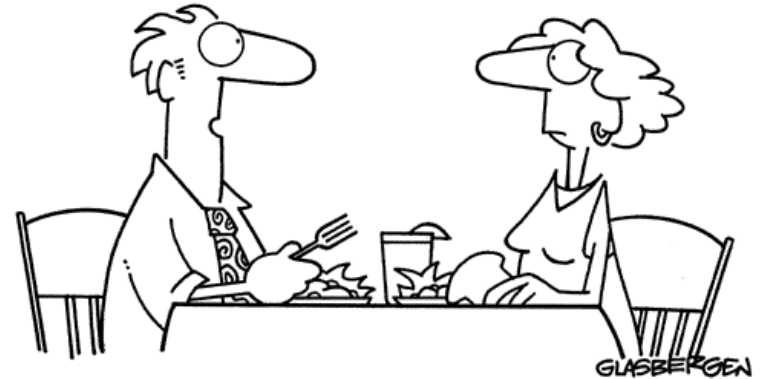
"If you can speak,
you can influence.
If you can influence,
you can change lives."



Types of Speeches

Informative Speech

- In an informative speech, the speaker's objective is to provide knowledge, increase awareness, or explain a subject in detail.
- The main purpose of this speech is to present facts, concepts, or ideas in a clear and understandable manner without attempting to change the audience's opinions of the topic.



“I gave a presentation today but I only pretended to know what I was talking about. Fortunately, my audience was only pretending to listen.”



Types of Speeches

Demonstrative Speech

- In a demonstrative speech, the main goal is to show how to do something or how something works.
- It is like giving a step-by-step guide or providing practical instructions.
- It can be about anything that requires a demonstration, such as cooking a recipe, performing a science experiment, using a software program, or even tying a tie.



Types of Speeches

Persuasive Speech

- A persuasive speech is when the speaker tries to convince the audience to adopt or support a particular point of view, belief, or action.
- You may present arguments and evidence to support your viewpoint and try to persuade the listeners to take specific actions or simply agree with you.
- You have to use persuasive techniques such as logical reasoning, emotional appeals, and credibility to make your case.



I get that I need to end with a call to action. But why can't that call to action be "Give me a standing ovation"?



Types of Speeches



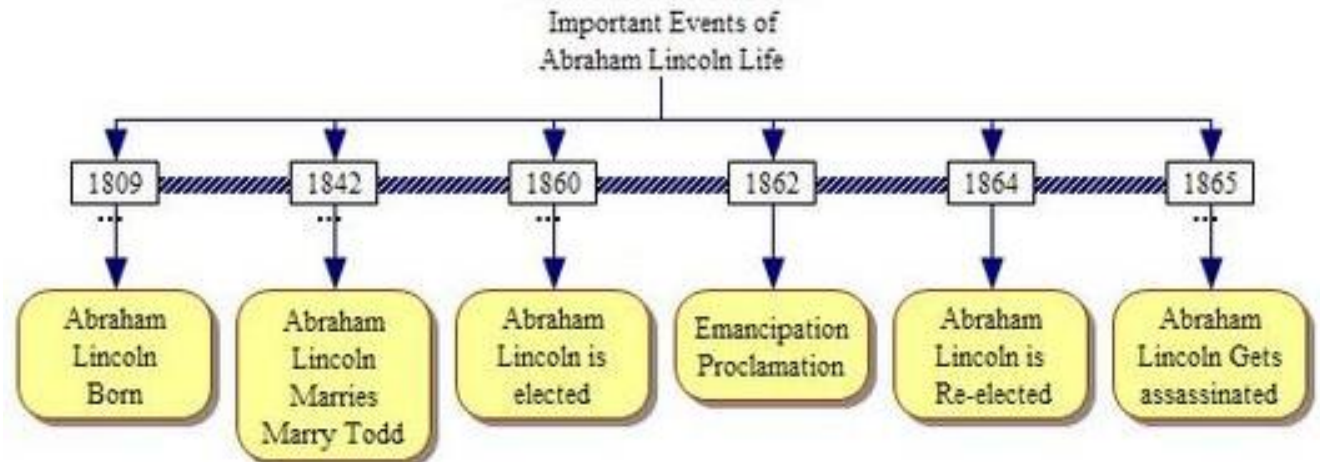
Entertaining Speech

- In an entertaining speech, the speaker uses various techniques such as jokes, anecdotes, funny stories, witty observations, humorous examples, and clever wordplay to engage the audience and elicit laughter.
- The primary objective is to entertain and create a positive, lighthearted atmosphere.

How to Organize Your Speech

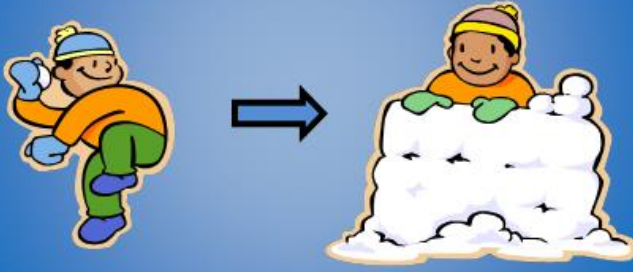
Chronological Order

- In a chronological speech, main points are delivered according to when they happened and could be traced on a calendar or clock.
- Arranging main points in chronological order can be helpful when describing historical events to an audience as well as when the order of events is necessary to understand what you wish to convey.
- Informative speeches about a series of events most commonly engage the chronological style, as do many demonstrative speeches (e.g., how to bake a cake or build an airplane).
- Another time when the chronological style makes sense is when you tell the story of someone's life or career.



How to Organize Your Speech

Problem & Solution



Problem and Solution

- The problem-solution speech has two main parts:
 - the problem
 - and the solution.
- In the problem part, you need to describe the problem, explain why it is important, and show how it affects your audience.
- In the solution part, you need to present your solution, explain how it works, and show how it benefits your audience.



How to Organize Your Speech

Analogy

- An *analogy* is a figure of speech that helps your audience understand something that would otherwise be difficult to comprehend.
- An analogy is an indirect comparison, using words like "like" or "as",
- A good *analogy*:
 - Draws a clear parallel between the familiar and unfamiliar topic or idea.
 - Elaborates on the comparison to enhance understanding.

- *“People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in, their true beauty is revealed only if there is a light from within.”*
- **Elisabeth Kübler-Ross**



How to Organize Your Speech

Metaphor

- A metaphor is a figure of speech that implicitly compares two unrelated things, typically by stating that one thing is another.
 - A metaphor is a direct comparison, such as "life is a roller coaster", "time is money", or "that chef is a magician".
- Metaphors can be used to create vivid imagery, exaggerate a characteristic or action, or express a complex idea.

- *"I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice."*
- **Martin Luther King's 'I Have a Dream Speech' in 1963**



How to Organize Your Speech

Cause and Effect

- This organizational pattern is useful for scientific discussions, informative, or explanatory purposes.
 - You state a problem or situation,
 - what caused it to happen,
 - and describe what the impacts or consequences have been.
 - When applicable, you explain how they affect your audience.



Cause and Effect Example

CAUSE

Deforestation



EFFECT

**Global Warming
& Climate Change**

How to Organize Your Speech

Divide a Word

- Find a word that mirrors your ideas in such a way that you can use it as an acronym, or mnemonic device, to make your main points easy to remember.

THINK

BEFORE YOU SPEAK:

IS IT... **T**TRUE?

IS IT... **H**ELPFUL?

IS IT... **I**MPORTANT?

IS IT... **N**CESSARY?


IS IT... **K**IND?



How to Organize Your Speech

Segment a Topic

- A common way for organizing a speech is by categories or topics.
- The categories function as a way to help the speaker organize the message in a consistent fashion.
- The goal of a categorical/topical speech pattern is to create categories (or chunks) of information that go together to help support your original specific purpose.



Specific Purpose	How a Scout Camp Is Laid Out
Main Points	Campsite
	Trading Post
	Waterfront
	Shooting Sports
	Scoutcraft Area
	Nature Area

How to Organize Your Speech

Numerical Lists

- Organizing by types or categories.
- This type of organization happens when speakers take their main topic and decide what main subtopics are the most important to discuss.
- Keep your list short – 3 to 4 main points.

Examples:

“3 Ways to Lose Weight Now”

“The Top 4 Backpacking Trails in Ohio”

“The 5 Deadliest Storms in U.S. History”

“The 3 All-time Best Christmas Movies”



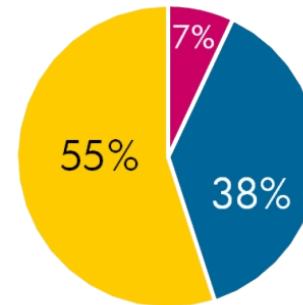
Mining Reference Material

- Mining reference materials is a good way to find quotes, statistics, offbeat facts, and other tools to spice up your speech.
 - Check out what other intelligent people have said about your topic in “*Bartlett’s Familiar Quotations.*”
 - For statistics, try an almanac.
 - The *Guinness Book of World Records* can help you find offbeat facts.



To succeed in life, you need three things: a wishbone, a backbone, and a funny bone.

REBA MCINTIRE



Dr. Albert Mehrabian's 7-38-55% Rule

Elements of Personal Communication

- 7% spoken words
- 38% voice, tone
- 55% body language

Magpies are considered one of the most intelligent animals in the world, and the only non-mammal species able to recognize itself in a mirror test.



Outlining a Speech



When to outline a speech.

- The longer the speech, the more you need an outline.
- Think of an outline as a map to guide you through each part of your speech.
- A speech naturally divides into three parts:
 - Introduction
 - Body
 - Conclusion
- *It generally is best to work on the body first, then on the introduction, and the conclusion last.*

SPEECH WRITING OUTLINE

I. INTRODUCTION

A. Attention Grabber

B. Preview

1. Introduce Yourself

2. Introduce Speech Topic

II. BODY

A. Main Point

1. Supporting Detail

B. Main Point

1. Supporting Detail

C. Main Point

1. Supporting Detail

III. CONCLUSION

A. Review (restate topic & main points)

B. Final Statement

Outlining a Speech

Introduction

- Recognize the person who introduced you
- Voice your appreciation for the chance to speak before the group
- Arouse interest in subject- let the audience know what you want to accomplish
- Keep it short
 - grab the audience's attention
 - Question
 - startling statement
 - personal experience
 - something familiar
 - Humor
 - historic survey
 - myth/legend/quote/short story



Outlining a Speech

Body

- Main part of speech
- Develop each idea on list using
 - Facts, opinions, reasons, quotes, examples, personal stories, analogies, statistics
- 3 main points
 - 3 examples for each point
 - Logical order and interwoven
- Transitional phrases
 - On another point
 - To summarize
 - Now let's take a look at
 - In addition
 - The next point is
 - Turning to
 - Another area for consideration is



Outlining a Speech



Conclusion

- Completes your speech; closure
- Use it to sum up arguments and appeal for action from the audience
- Final chance for to leave a good impression
- Keep it short and simple
- Phrases you could use:
 - In closing
 - To wrap up
 - I have one final thought



Basic Speech Outline

You can use this general outline format for all speeches. Throughout the year, we will adjust this template slightly for the individual speeches we write, but all of them are a variation of this basic format.

Introduction of Speech

- I. **Attention Device Opener**-Question, Statistic, Example, Story, to grab audience's attention
- II. **Central Idea**- The main idea of your speech that is integrated into your introduction.
- III. **Specific Purpose**-To explain (inform, persuade, show, etc.) your topic with three main points that will become the body of the speech.

Body of Speech

- I. **First Main Point** – Write a sentence explaining what your first point is.
 - A. Story, statistic, research, reference, etc. about first main point.
 - B. Story, statistic, research, reference, etc. about first main point.
 - C. Story, statistic, research, reference, etc. about first main point.

(Transition Statement –Use your last point to transition to the Second Main Point)

- II. **Second Main Point** – Write a sentence explaining what your second point is.
 - A. Story, statistic, research, reference, etc. about second main point.
 - B. Story, statistic, research, reference, etc. about second main point.
 - C. Story, statistic, research, reference, etc. about second main point.

(Transition Statement –Use your last point to transition to the Third Main Point)

- III. **Third Main Point** – Write a sentence explaining what your third point is.
 - A. Story, statistic, research, reference, etc. about third main point.
 - B. Story, statistic, research, reference, etc. about third main point.
 - C. Story, statistic, research, reference, etc. about third main point.

(Transition Statement – Now make a transition to the Conclusion)

Conclusion of Speech

- I. **Review of Main Points** - Recap your speech in a concise but creative format.
- II. **Final Thought** - This should be a meaningful statement that will stick with your audience and give closure.



Career Research Informative Speech Outline

Purpose: to inform the audience about a career as an **interior designer**.

Introduction:

I have an addiction. I know, it's shocking to think that I have a problem like this. So, what is my addiction, this thing that I'm so obsessed with that I often stay up late, ignore my family, and don't get my work done? I am addicted ... to watching HGTV. I can't help myself! I absolutely love interior design, and I'm constantly working on house projects (which drives my family a little crazy sometimes). I've often thought about becoming an interior designer, especially when the designing competition show *Design Star* first came on HGTV. In fact, one of my favorite designers, David Bromstad, was the very first winner of *Design Star*. So I decided to do a little research on this profession to discover what this profession exactly entails, the national as well as Arizona employment rates, and what kind of salary I could expect to make if I were to pursue my dream of being an interior designer.

Body:

- I. Definition and Required Education
 - a. **Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design**
 - b. Show pictures of rooms created by interior designers
 - c. **Associate degree required (The standard degree awarded by two-year colleges and technical institutes for a completion of a program totaling 62 or more hours of required and elective courses. The associate degree prepares graduates either for entrance into the work force or for transfer into a four-year bachelor's degree program).**

- II. National employment rates and salaries according to the Bureau of Labor Statistics
 - a. There are currently **43,710** people employed as **interior designers** in the U.S.
 - b. The states with the most **interior designers** are (in order): **CA, TX, NY, FL, and GA**
 - c. **California** has the most **interior design** positions: **6,200**
 - d. The average annual salary is **\$54,200**
 - e. **New York** has the highest average salary: **\$64,610**

- III. Arizona employment rates and salaries
 - a. The average salary is a little more than **\$58,000**
 - b. Currently there are **860 interior designer** positions in AZ

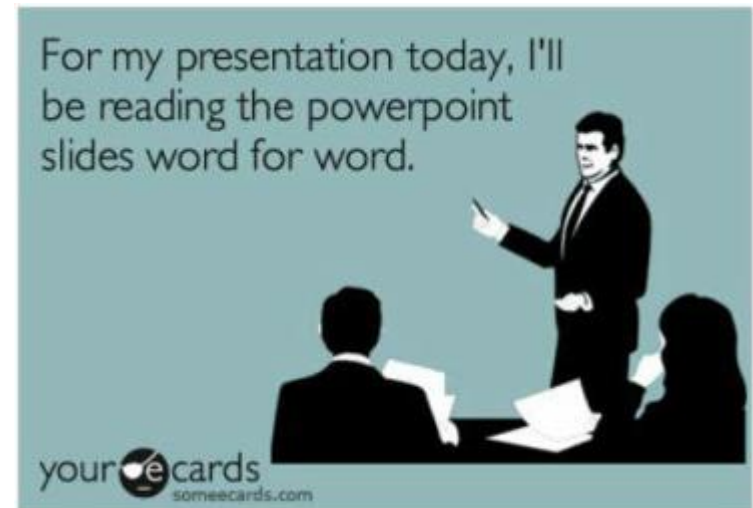
Conclusion:

Since I have Artistic and Social personality types, being an interior designer is a perfect fit for my desire to be involved in creative activities while helping people to achieve their dream interiors. Being an interior designer would let me express my creativity as well as not be bored by doing anything repetitive because each room would offer me a new and exciting challenge. Through my research, I discovered exactly what it means to be an interior designer, the education required, and the states that have the highest numbers of jobs as well as what salary I can expect to make as an interior designer. All of this information has really gotten me excited to pursue this career ... as well as thinking about moving to California!



Performance

- Practice, Practice, Practice
 - Speak in front of a mirror.
 - Give your speech to family or friends.
- Feedback
 - Request to be critiqued during practice.
 - Maintain eye contact.
 - Stand straight.
 - Relax your hands, keeping them at your sides and out of your pockets.
 - It's OK to gesture.
 - Speak clearly without rushing.
- Be conversational, don't read directly from notes or slides.



Performance

Stage Fright

- Public speaking is the #1 fear of most human beings!
- Those affected by stage fright experience dry mouth, rapid breathing, increased heart rate, trembling hands and nausea.
- If you dread the thought of getting up in front of a group of people and performing, you are not alone.
- Most people would rather get the flu than perform or speak in public.



"In this seminar we'll discuss a simple technique for overcoming your fear of speaking in public."

Performance

- Tips to Overcome Stage Fright

- Back stage: take a few deep breaths, yawn.
- Visualize an entertained audience.
- Concentrate on how good you are at speaking.
- Pretend you are just chatting with a group of friends.
- Be prepared - outline your speech, memorize your opening lines.
- Practice, practice, practice.
- Go to bathroom.
- If you feel shaky, don't hold notes. Hold onto the podium if needed.
- If legs wobble, lean your knee against the podium.



Performance

Prepare the room

- Equipment (make sure everything works).
 - Microphone.
 - Computer/projection equipment.
 - Visual aids.
- Seating
 - Plenty of chairs arranged appropriately.
- Lectern position.
- Lighting levels.
- Temperature of the room.



Performance

Making a Good Impression

- Calmly walk to “stage”.
- Shake hands and make eye contact with intro person.
- Thank them and smile.
- Make eye contact with audience with sincerity.
- Stand straight with feet slightly apart and arms relaxed.
- Make casual emphasis with gestures.
 - Natural body language.
- Lean toward the audience.
- If you fumble a line:
 - Slow down and take a breath before restarting.
 - Do not apologize.
- At conclusion, tell audience you will take questions afterwards.
- Smile and walk calmly from “stage”.



Visual Aids

- Keep them simple
 - Used for emphasis and variety.
- Slides:
 - Reasonable timing.
 - Takes 20 seconds to register visualized item.
 - Legible font.
 - Don't use all **CAPS** unless necessary.
 - Charts and graphs can be helpful to explain topics
- Flip chart
 - Use blue or black ink
- Drawings
- Equipment
- Product

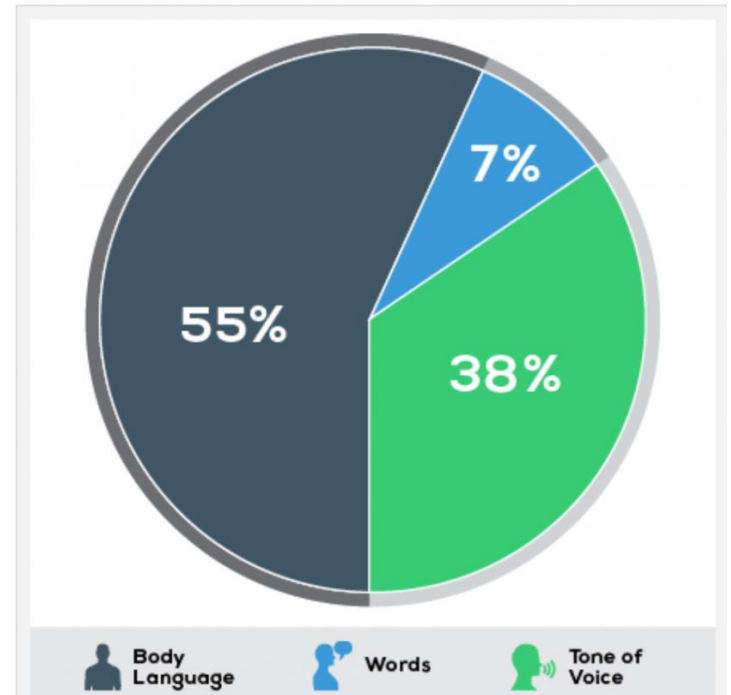




**People recall 80% of what they see and do,
20% of what they read and 10% of what they hear.**

Let Your Body Language Do the Talking

- **Pay attention to your nonverbal signals**
 - Nonverbal communication, or body language, includes facial expressions, body movement and gestures, eye contact, posture, the tone of your voice, and even your muscle tension and breathing.
 - In face-to-face conversation, body language plays an important role.
 - **Up to 93 percent of communication does not involve what you are actually saying.**
 - The way you look, listen, move, and react to another person tells them more about how you're feeling than words alone ever can.



Body Language ^{for} Public Speaking



Avoid Negative Body Language

IT'S WHAT YOU **DON'T SAY** THAT COUNTS!





Requirement 1

Give a three- to five-minute introduction of yourself to an audience such as your troop, class at school, or some other group.



Personal Introduction Speech

Here are some tips to keep in mind while writing and giving your self-introduction speech. The most important tip, however, is to do what feels natural and flows easily.

1. Tailor your introduction to your audience. A self-introduction to older individuals can be very different from one with your peers or younger individuals.
2. The first thing to include in a self introduction is your name and where you are from:
 - a. You should include your hometown, current city, and any other places you have lived. This helps give the person you are introducing yourself to a better sense of who you are and where you come from.
3. Grab the audience's attention. Continue with an interesting fact about yourself, a short story, or an amusing anecdote about yourself.



Personal Introduction Speech



4. Provide a personal touch.
 - a. Share a little about your personal life (like hobbies or interests) to make your introduction more unique and memorable. Sharing your interest is a great way to let others know what you enjoy doing and what kinds of things you are passionate about.
 - b. Share some of your goals. Sharing your goals gives the person/s you're speaking to a sense of what you're hoping to achieve and why you're motivated to achieve it.
 - c. Share what you're looking for in terms of opportunities and relationships. By articulating your desires, you give others a better sense of how they can help you and be a part of your life.
5. Be Authentic. Genuine introductions are the most memorable. Be honest about who you are and don't be afraid to show some personality.
6. It can be helpful to highlight a few key experiences or achievements that have defined your personal life.

Personal Introduction Speech

7. Conclude your introduction on a positive or forward-looking note. You could express excitement about the event or meeting, or share a hope or goal for the future.
8. Practice, Practice, Practice! Rehearse your introduction speech so you can deliver it confidently and naturally. This will help reduce any nerves and ensure you come across as polished and interesting.
9. Use body language to engage your audience. Make eye contact, smile, and use gestures where appropriate.





Requirement 2

Prepare a three- to five-minute talk on a topic of your choice that incorporates body language and visual aids.



Examples of Persuasive Topics

- 
- Air pollution
 - Animal rescues
 - Animal testing
 - Blood donation
 - Cancel culture
 - Climate change
 - Dangers of texting and driving
 - Divorce
 - Do exam results really matter?
 - Eating disorders
 - Exercise
 - Existence of aliens
 - Existence of sasquatch
 - Fad diets
 - GMOs
 - Gun control
 - Helmet laws
 - Homelessness
 - How to deal with bullies
 - Learning a foreign language is important
 - National health care
 - Nuclear weapons
 - Should homework be given?
 - Teen drinking
 - Vegetarianism/Veganism
 - Working parents

Examples of Informative Topics

- Benefits of healthy eating
- Bio of famous person
- Book review
- Branches of the military
- Climate change
- Compare different religions
- Comparing Reptiles and mammals
- Cyberbullying
- Describe life in another country
- Drug abuse in sports
- Dyslexia
- Evolution of video games
- Exotic pets
- Famous landmark
- History of comic books
- History of favorite product/brand
- History of your town
- How DNA evidence is used
- How to get good grades
- Importance of exercise for healthy living
- Interesting culture
- Life in the future
- Local folklore
- National park
- Origin of a holiday
- Origin of superstition
- Professional sports team
- Pros and cons of medical marijuana
- Weirdest medical facts
- What is a balanced diet?
- World history of tattoos
- Your favorite vacation spot





Requirement 3

Give an impromptu talk of at least two minutes, either as part of a group discussion or before your counselor. Use a subject selected by your counselor that is interesting to you but that is not known to you in advance and for which you do not have time to prepare.



"The following speaker was scheduled to give his talk last week, but he needed more time to prepare his impromptu speech."

Tips for Impromptu Speeches

- An impromptu speech is given with little or no preparation, yet almost always with some advance knowledge on the topic.
 - This is sometimes referred to as "off the cuff" or "spur of the moment".
- Whatever the subject, keep your focus, quickly decide your purpose, make your main points, and finish up.
 - Don't ramble on.
- Conclude with a brief summary or by stating the most important information the audience should remember.
- The pressure of speaking in front of a live audience will help you stay focused, sharp, and concise.



Tips for Impromptu Speeches

- In all impromptu talks, a principle that works for many is pretending you're having a conversation, because you are.
- You have conversations every day about topics that pop up.
- How much time do you prepare for these conversations? For the most part, you don't.
- A conversation has a natural flow. Go with that flow. Your accumulated lifetime experience of interacting with other people will move you toward forming an introduction, a main point (or points), and an ending.
- The pressure of speaking in front of a live audience will help you stay focused, sharp, and concise.
- You have conversations all the time that you never prepare for and you're fine in them. This time, a bunch of people just happened to show up.



Impromptu Speech Topics

- Climate change effects
- Home safety
- Life on other planets
- Pizza
- Most memorable character
- Coping with siblings
- Coping with quarantine
- Mistakes I've made
- News story I'm tired of
- Favorite book
- Favorite movie
- Favorite actor
- Favorite TV show
- Favorite sport
- Need for cybersecurity protocols
- If I could time travel
- Should schools require uniforms?
- Convince us to recycle
- Bears and camping
- Best pet to have
- Favorite day of the year
- Favorite campout meal
- Best way to get exercise
- How to impress your parents?
- What makes me really mad
- If I could invent a candy
- Life without technology
- Best car to own
- Best city to live in
- Best vacation
- Rescue vs purebred dog
- Why do teenagers smoke?
- My biggest concern for the future
- An incident of my bravest act
- When is it OK to lie?
- Dogs are better companions than cats (or vice versa)





Requirement 4

Select a topic of interest to your audience. Collect and organize information about this topic and prepare an outline. Write an eight- to 10-minute speech, practice it, then deliver it in a conversational way.



Interesting Topics

- Best game I have ever played
- Board games
- Character I would like to be (from movie or game)
- Child labor
- Coolest historical event
- Coolest historical figure
- Correct way to brush and floss
- Crazy inventions
- Exotic fruit or vegetable
- Famous Eagle Scout
- Famous female scientist/inventor
- Fashion trend
- Favorite cryptid
- Favorite era in history
- Favorite musician
- Foreign flags and their history
- How to build a terrarium
- How to organize a fun campout
- How to pot/care for a plant
- Interesting country
- Music festivals
- Music genre/historical origin
- Musical instrument
- My hobby
- Origin of holiday traditions
- Skateboarding tips/tricks, safety
- Strange sports
- The Ice Age: when, how, and causes
- Type of animal
- Ways to relax





Requirement 5

Show you know parliamentary procedure by leading a discussion or meeting according to accepted rules of order; or by answering questions on the rules of order.



Parliamentary Procedure

- Robert's Rules of Order
 - Robert's Rules of Order are a specific kind of parliamentary procedure to help groups of people hold meetings that: take up business one item at a time; promote courtesy, justice, and impartiality; and ensure the rule of the majority while protecting the rights of the minority and absent members.



Parliamentary Procedure

- Formal meeting ground rules
 - Leader/chair conducts all the business
 - Chair offers
 - Opening statement
 - Closing statement
 - Summarizing topic, agreements and disagreements
 - Starting questions
 - Encouraging quiet members and discouraging domineering ones.
 - Speakers must be recognized by the chair.
 - Individual questions are also directed to the chair.
 - More of a debate of opposing ideas - seeking audience approval.
 - Encourages fair representation of the members.



Meeting Agenda

Four reasons you need an agenda for your meetings.

- Reduces Wasted Time
 - Everyone can direct their attention to the matters at hand when an agenda is created.
- Encourages Participation
 - With a clear outline of what is going to be talked about, everyone will feel freer to participate.
- Keeps You on Track
 - It is far easier to stop wasting time, stay focused, and get back on track when you have the discussion items in front of you to reference.
- Ensures Important Topics are Covered
 - You can cut down on the number of meetings everyone attends by ensuring all the important topics were covered.



Robert's Rules Agenda

Many organizations use the following model for their agendas:

- Call to order
- Roll Call of members present
- Reading of minutes of last meeting
- Officers reports
- Committee reports
- Special orders – Important business previously designated for consideration at this meeting
- Unfinished business
- New Business
- Announcements
- Adjournment



PLC Meeting Rules

Patrol Leaders Council Meeting Rules

Troop 344/9344
Pemberville, OH

www.bsa344.com



Based on Robert's Rules of Order
Applied to a Patrol Leaders Council (PLC)

- Following the **Patrol Leaders Council Meeting Rules**, lead your patrol in filling out a **Troop Meeting Plan** for an upcoming scout meeting.
- Discuss with your Senior Patrol Leader and Scoutmaster ahead of time what the focus of the meeting should be.
- Share the Meeting Plan your patrol developed with your Merit Badge Counselor, SPL, and Scoutmaster.

