



***Special
Olympics***
Ontario

Speaking from Experience

This training manual has been designed to assist athletes in preparing a captivating and enlightening speech using their own words and experiences. The first section of this manual contains a step-by-step guide to preparing and writing a speech in a clear logical manner so that the athletes will be capable of educating their audiences. The second component of this manual is designed to assist the athletes in becoming comfortable and confident in their abilities to communicate effectively and to develop as leaders.

SPEAKER TRAINING EXPECTATIONS

OBJECTIVE OF THE TRAINING

Participants are trained to form and deliver a speech about Special Olympics in a public speaking setting.

EXPECTATIONS OF PARTICIPANTS DURING THE WORKSHOP

- To be attentive during training;
- To respect all participants;
- To learn facts about Special Olympics and its mission;
- To discuss personal ideas about Special Olympics;
- To make a five minute presentation about those ideas; and,
- To learn ways to provide different people with information about Special Olympics.

EXPECTATIONS OF TRAINED ATHLETE PARTICIPANTS

- To understand your role and responsibility as an athlete speaker;
- To be willing to represent Special Olympics and its athletes in various public forums (including being willing to identify yourself as a person eligible to participate in Special Olympics);
- To stay in touch with Special Olympics Program staff and volunteers regarding speaking engagements and speech content.



PART 1 A STEP-BY-STEP GUIDE TO WRITING A SPEECH

1. Pick a topic

2. Decide what you want your audience to learn from your speech

3. Determine the length of your speech (in minutes)

4. Gather information.

Included in this section are some examples of what you can tell different audiences about the Ontario Special Olympics.

5. Organize your ideas into an opening, body and conclusion

6. Worksheet – writing your speech.



1. PICK A TOPIC

Pick a topic that is of interest to you, that you understand well and that you are excited about.

Here is a list of possible topics you could write a speech on:

- Your first competition
- How important volunteers are to Ontario Special Olympics
- A practice
- Information about Ontario Special Olympics
- A story about your coach
- The best thing about being able to compete in Ontario Special Olympics
- The lessons you have learnt as a result of your involvement in sport
- What it meant to you to compete through Special Olympics Ontario at the regional, provincial, national or international level
- Information about an upcoming Special Olympics Ontario event
- The sports you are involved in

THERE ARE MANY SPEAKING OPPORTUNITIES!

As a Special Olympics athlete, you may be asked to prepare speeches for many types of media opportunities. You may be asked to:

- Talk to a newspaper or magazine reporter
- Have a radio conversation with a DJ
- Talk to a television interviewer
- Be on a talk show
- Talk to a reporter on the telephone
- Talk to a small or large crowd



2. WHO IS YOUR AUDIENCE?

You must consider who you will be speaking to. Your audience could include:

- Volunteers
- Donors
- Current Athletes
- Potential Athletes
- Parents
- Teachers/ Employers
- Torch Run Members
- General Public

3. WHAT DO YOU WANT TO TELL THIS AUDIENCE OR WHAT DO YOU WANT THIS AUDIENCE TO DO AFTER LISTENING TO YOUR SPEECH?

Do you want to...?

- Entertain your audience?
- Teach your audience about your sport?
- Help others learn about Special Olympics Ontario?
- Teach your audience about an upcoming event?
- Get your audience to help with the Special Olympics Ontario (financially or by being a volunteer)?



4. HOW MANY MINUTES LONG SHOULD YOUR SPEECH BE?

Ask whoever is organizing the event how long your speech should be so that you will be prepared with enough information to fill that period of time.

5. COLLECT INFORMATION

If you are sharing information about a personal experience or if you are writing about something that you know very well, make point form notes about what you want to say.

If you are writing a speech that requires facts about Ontario Special Olympics, do some research and make point form notes about what you want to say during your speech.

Here are some examples about what you can tell different audiences about the Ontario Special Olympics:

If you are speaking to people at a workplace you could tell your audience that the Ontario Special Olympics

- Helps with social skills that carry over
- Helps with coordination skills that carry over
- Helps with learning discipline skills
- Helps with goal setting
- Gives self-confidence
- Helps with transfer of competitive skills
- Helps with learning to function as a team

If you are speaking to families you could mention that the Special Olympics Ontario provides

- New social avenues with the whole family
- New recreational avenues with the whole family
- Family pride
- Brothers and sisters have taken an interest for the first time
- The whole family self-esteem
- A chance for the whole family to feel proud
- A chance for families to meet other families



If you are speaking to people at a school you could talk about how the Ontario Special Olympics

- Increases social interaction between students
- Increases school spirit
- Improves physical fitness and sports skills
- Improves self-esteem
- Improves competitiveness
- Allows people to participate in sports with peers
- Allows recognition by peers

If you are speaking to Parks and Recreation staff you could mention that Special Olympics Ontario

- Will help promote their public relations in the community
- Will help increase their volunteer base
- and Parks and Recreation have the same mission
- Fill the need to offer recreation to special populations
- Will not cost money; just use of facilities and equipment

If you are speaking to people in group homes you could tell them about how the Special Olympics Ontario allows you to

- Learn different sports
- Have fun
- Travel out of town
- Learn to use community facilities
- Meet sports celebrities
- Wear uniforms
- Win medals and ribbons
- Be part of a team



6. ORGANIZE YOUR SPEECH

Organize your speech into an opening, body and conclusion.

OPENING

The beginning of your speech should grab your audience's attention, make them want to listen to what you have to say and it should acknowledge your audience.

Here are some examples of how you could begin your speech:

"Good morning/afternoon/evening ladies and gentlemen. My name is _____ and I will be talking to you about _____."

"Fellow athletes, family, and friends I am happy to be here today to speak to you about _____."

"Wow, I will never forget that moment when I competed in my first competition. Ladies and gentlemen, I am here today to share that experience with you and to share with you how you can be a part of Ontario Special Olympics. "

""Let me win but if I cannot win, let me be brave in the attempt." Ladies and gentleman, that is the Special Olympics Ontario oath. To me it means . . . "



BODY

This is the main part of your speech. This is the part of your speech where you put all of your points from step 4. The body of your speech should usually have 3 to 5 main points depending on the length of your speech. After you say each point you should talk about it in a little more detail.

For example, if your speech was about Ontario Special Olympics, and you wanted to give your audience some information about Ontario Special Olympics, one of your main points could be that Special Olympics Ontario is a sports organization that improves the lives of people through sports training and competition. You could talk about this point by telling the audience how Special Olympics Ontario helps you.

It is very good to share personal stories in your speech! For several reasons:

- Your personal stories will be interesting to your audience
- Telling about an experience will make giving the speech more fun for you and your audience
- It is easier to remember a personal story than fact

CONCLUSION

This is the last part of your speech.

Here are some examples of how to make the end of your speech very good:

- You can end your speech by repeating (summarizing) the main points of your speech. For example, "So remember, Special Olympics Ontario lets you meet people, play hard, improve your fitness level and reach your personal best. I urge you to try!"
- You can end your speech by challenging your audience to do something. For example, "I challenge you to volunteer at the Winter games".
- You can end your speech with a quotation, picture or saying that is related to what you talked about. For example, "Taking part in Special Olympics Ontario has taught me that Walt Disney was right when he said, "If you can DREAM it, you can DO it"".
- You can end your speech with a question to the audience that makes them think about what you just told them. For example, "Can I look forward to seeing you as a volunteer at our next event?"



WORKSHEET # 1 – WRITING YOUR SPEECH

1. TOPIC

a) Who will I be talking to? _____

b) What have I been asked to talk about?

c) What do you want to tell your audience or what do you want your audience to do after listening to your speech?

1. LENGTH OF SPEECH

a) How long should my speech be? _____



3. RESEARCH

b) What information about Special Olympics do I want to give?

c) What personal information or experiences do I want to share?

4. WRITING

a) Opening: _____



d) Body: _____

c) Closing: _____



5. EVALUATION

Write your speech using the point form notes you made above. Reread your speech with your Speech Coach to determine the strengths and weaknesses; making changes to improve it.



PART 2 TIPS ON PRESENTING YOUR SPEECH

1. Practice

2. Using notes

3. Tips on how to control your nerves

4. Presenting your speech

5. Tools for your talk

6. Presentation Checklist



1. PRACTICE

Once you have written your speech you must practice, practice, practice. • You should practice saying your speech out loud. • You should practice saying your speech in front of your parents, brothers, sisters, friends, a teacher, your coach, or your class. • When you practice in front of someone, ask them to tell you what they liked about your speech and what you can do to make it better.

The more practice you do the more comfortable you will be when you have to talk in front of a group of people.

2. NOTES

It is okay to use notes when you give a speech.

If you use notes when you say your speech:

- Write or type your speech on cue cards
- Write your whole speech on your notes OR
- Write key points to remind you what comes next
- Write or type with big enough letters that you can easily read your notes
- If you have problems looking up, draw happy faces after the main points to remind you to look up and smile at your audience



3. TIPS ON HOW TO CONTROL NERVOUSNESS

To help control your nervousness:

- Arrive early to the place you will be saying your speech so that you will have time to get comfortable with the room you will be presenting in.
- Practice your speech - the more practice you do the more comfortable you will be.
- Relax – take a deep breath, hold it for a couple of seconds and then slowly let it out. Do this 4-5 times.
- Visualize yourself giving your speech well.
- How do you calm your nerves before you compete? Try doing the same before you speak.
- Think about something else that you did well when you were nervous. If you did that, you can do this too!

4. PRESENTING YOUR SPEECH

When presenting your speech:

- Talk loudly and clearly so that everyone in the room can hear you
- Do not talk too fast
- Say your words as clearly as possible
- Make eye contact with your audience
- Smile, be confident, and enjoy!



5. TOOLS FOR YOUR TALK

You may want to take some of the following along with you when you give your speech.

- Business Cards – who to contact for more information
- Photos/Banners/Posters
- Brochures/Facts
- Registration Forms
- Videos (If you decide to take a video with you make sure a TV will be available for you and arrive early to set them up. Also make sure it is not too long. Your presentation should start and finish within the amount of time you have been given to present.)
- Medals/Ribbons
- Speech checklist



6. PRESENTATION CHECKLIST

Date of speech: _____ Time: _____

Location: _____

What has this group done with Ontario Special Olympics? What do I want them to do as a result of my speech?

I have been given _____ minutes for my presentation.

Person going with me:

My presentation notes

_____ Program brochures

_____ Video (how many minutes does it last)

_____ Registration forms and/or Athlete Enrollment Kits

_____ Special Olympics banner or posters

_____ Special Olympics medal, ribbon or letter awards

_____ Appropriate dress (sports clothes, uniforms, dress clothes, casual clothes)

_____ Grooming

_____ clean hair

_____ shoes shined

_____ clean nails

_____ clothes pressed

_____ no body odor

_____ breath smells fresh

_____ clean teeth



PART 3 - DIFFERENT TYPES OF SPEECHES AND INTERVIEWS

1. The Scripted Speech or Interview

2. Ad libbing



WORKSHEET # 2 – WORKING FROM A SCRIPT

When giving a formal presentation for a large group of people or for television or radio, you may be asked to use a script.

A script gives you the words to say. You have to read the words while trying to make the speech sound natural. If it's not too long, you may even want to memorize the script so that you don't have to read it.

1. PRACTICE

Practice reading the script with your coach. You can also practice on your own, too! (Practicing in front of a mirror is best.)

Remember, you are trying to make the speech sound natural. Keep smiling and make eye contact with the interviewer or audience as much as you can.

Here is an example for you to work on today. You read the words of "Cory" and your coach will read the words of the "Bob".

Bob: Hello Cory.

Cory: Hello Bob.

Bob: Welcome to CTNY's "Morning Show". As I've just told our listeners, you're here today to talk to us about your involvement in Special Olympics. How long have you been involved with Special Olympics and what is your favourite sport?

Cory: I've been involved with Special Olympics for 5 years and my favourite sport is soccer.



Bob: That's great! What is the best thing about being involved with Special Olympics.

Cory: The best thing about being involved with Special Olympics is the people that I met. Over the years, I have met many great athletes and coaches who are now my friends.

Bob: Fantastic. Tell me, Cory, what is the Special Olympics oath?

Cory: The Special Olympics oath is: "Let me win. But, if I cannot win, let me be brave in the attempt."

Bob: What a great oath. What does this mean to you, Cory?

Cory: Well, Bob, the oath means that, even if I don't win a competition, it is important to always be brave and try my best while having fun.

Bob: It sounds like you have a very good approach to sports, Cory. Thanks so much for joining us and good luck in future competitions.

Cory: Thank you for having me on the "Morning Show", Bob. I've had a great time!



REMEMBER!

Many of the 'tips' in Part 2 apply to giving a scripted speech! They are:

- Practice, practice, practice!
- Relax – take a deep breath, hold it for a couple of seconds and then slowly let it out. Do this 4-5 times.
- Visualize yourself giving your scripted speech well.
- How do you calm your nerves before you compete? Try doing the same before you speak.
- Think about something else that you did well when you were nervous. If you did that, you can do this too!
- Talk loudly and clearly so that everyone can hear you
- Do not talk too fast
- Say your words as clearly as possible
- Make eye contact with your interviewer or audience
- Smile, be confident, and enjoy!



WORKSHEET #3 – AD LIBBING

Once you feel more comfortable with public speaking, you may want to “ad lib” some parts of a speech or interview. When you ad lib, you speak without the help of a written speech or script. A regular conversation is a form of ad lib.

The ability to speak to an interviewer or a large crowd without a script or speech is an advanced and important skill. Work at developing this once you have become comfortable speaking in public.

1. PRACTICE

If you want, you can practice ad libbing with your coach today! You can also practice on your own too! (Practicing in front of a mirror is best.)

Remember, to keep smiling and make eye contact with the interviewer or audience as much as you can.

Let’s use the Cory and Bob example from the last exercise. Here is an example for you to work on today. Your coach will read the words of the “Bob” again. This time, try to ad lib Cory’s part.

Bob: Hello Cory.

Cory:

Bob: Welcome to CTNY’s “Morning Show”. As I’ve just told our listeners, you’re here today to talk to us about your involvement in Special Olympics. How long have you been involved with Special Olympics and what is your favourite sport?

Cory:



Bob: That's great! What is the best thing about being involved with Special Olympics.

Cory:

Bob: Fantastic. Tell me, Cory, what is the Special Olympics oath?

Cory:

Bob: What a great oath. What does this mean to you, Cory?

Cory:

Bob: It sounds like you have a very good approach to sports, Cory. Thanks so much for joining us and good luck in future competitions.

Cory:



REMEMBER!

Many of the 'tips' in Part 2 apply to giving a scripted speech! They are:

- Practice, practice, practice!
- Relax – take a deep breath, hold it for a couple of seconds and then slowly let it out. Do this 4-5 times.
- Visualize yourself giving your ad libbed speech well.
- How do you calm your nerves before you compete? Try doing the same before you speak.
- Think about something else that you did well when you were nervous. If you did that, you can do this too!
- Talk loudly and clearly so that everyone can hear you
- Do not talk too fast
- Say your words as clearly as possible
- Make eye contact with your interviewer or audience
- Smile, be confident, and enjoy!





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A BIG THANK YOU!

To Kimberly Matheson & Amy Andrews for designing this manual
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We could not do it without you.