

Giving a Persuasive Speech

How to communicate effectively and compellingly

 Office of
Career & Professional Development

*Speech is power: speech is to persuade, to convert, to compel. It is to bring another out of his bad sense into your good sense.
(Ralph Waldo Emerson in Letters and Social Aims)*

Summary:

This guide covers the three steps to preparing and delivering a persuasive speech. They are:

- A. **Preparing:** Determining the goals of your speech; organizing your thoughts into 1-3 major themes
- B. **Presenting:** Start strong; stick to major points; close strong
- C. **Practicing:** Delivery

A. Preparing Your Speech:

1. Determine your goal. Speaking persuasively in a speech is a valuable professional skill. This ability helps you convince listeners to view an issue as you do, and achieve goals that require the support of others.

The first thing to do if you need to give a persuasive speech, is to consider your audience and your goals. Your thoughts will be the foundation of the outline of what you are going to say, as well as how you will say it. So, take a few minutes to jot down some answers to the following questions:

- 1. Who is your audience, and what you are trying to convince them of?
- 2. Why is what you are trying to convince them of important? What will they gain?
- 3. Why would they be reluctant to be convinced? What can you say to alleviate their concerns?
- 4. What 'take away' pieces of information do you want them to leave with, after hearing you speak?

FOR EXAMPLE:

Let's look at Ernesto Rojas, who is giving a 10-minute speech to request funding for his group's initiative to have a networking event. He might jot down the following ideas:

My audience is the dean of my school and the dean's funding committee. I want to convince them to consider funding my group's alumni networking dinner. Though there are a lot of good proposals which might attract them, mine meets the funding guidelines, will have a big impact, and focuses on developing a key professional skill. By the end of my speech, I want them to see:

- 1. How valuable this opportunity would be for students' career and professional development,
- 2. That it would be well attended and a good investment,
- 3. That my group has the organizational ability to organize an event like this successfully,
- 4. That a networking event is in line with the dean's goals of promoting professional development,
- 5. That it's a better use of funds than other options being presented here today,
- 6. That there hasn't been a networking event like this in a long time,
- 7. That it would be fun.

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