

Resource Ministries
STM 2 - Communicating God's Word
COMMUNICATING GOD'S WORD 3
HOW TO PREPARE AND SPEAK

- I. Know your assignment
 - A. When and where you are to speak
 - B. How long are you to speak?
 - C. Are you expected to preach, teach, share? What is the type of presentation you are asked to give?
 - D. Is there an assigned topic, theme, or emphasis? What exactly are you to cover?
 - E. What is the setting? Church service, Youth meeting, Sunday School class, Youth Camp, Home Bible study, etc.
 - F. Who is in charge? Who is the Moderator? Who will you turn over to when you are finished?
 - G. How should you finish? Altar call, Prayer, etc
- II. Know your audience
 - A. What is the group?
Church, youth group, Bible study group, etc
 - B. Are they Christian or Non-Christian?
 - C. What ages are involved?
 - D. Do they have the background to understand your presentation?
- III. Know your topic
 - A. Research, study, speak to experts.

Sources for study: Bible, books on the topic, tapes. Use your own experience as supportive material.

Have more material than you will be able to present because it will give you confidence in your presentation.

B. Choose a point of focus

1. Assigned
2. Area of special interest or knowledge
3. Know what you want to accomplish by your talk.

IV. Developing your Outline

A. Introduction

- Must be clear and to the point. Must be interesting so as to get their attention quickly.

B. Information (the body of the talk)

- Give enough information to clarify and support your point of emphasis.
- Stay on track. Don't stray from your point.

One of the simplest yet most frequently forgotten aspects of a good and effective presentation is learning and using the proper ways to take the best of the presentation off the top, leaving the side avenues and "extras" behind. To do this we should take all of the background material that has been gleaned, pare it down by trimming off the fat and excess, until what is left is the information which is vital to accomplishing our goal. If this important step is deleted, our presentation will probably have a scatter-gun effect. We will hit a broad area and MAYBE hit the target, but then again, maybe not. If we do not hit our goal, it will lead to frustration in us and in our audience.

- Use Scriptures (Not too many)
- Use examples (One per point)
- Use Illustrations (One per point)

- Don't try to make too many points. You will weaken your presentation.

C. Conclusion (Summary and Application)

- Restate your premise.
- Give the audience a practical way to apply what you have said.
- Close appropriately for the assignment and setting.
- Solicit response if appropriate
- Prayer
- Thank them for the opportunity
- Thank them for listening
- Turn over to the person in charge

V. Presenting your talk

A. Be prepared

- Research your topic
- Develop your outline
- Practice your talk in advance

B. Personal appearance

- Clean and smart
- Dressed appropriately for the audience and the occasion
- Better to be overdressed than underdressed

C. Posture

- Stand straight
- Don't shuffle nervously

- Don't lean on podium
- D. Maintain eye contact with your audience
- Look individuals in the eye
 - Turn your head as you speak so as to look directly at each section of the audience
- E. Speak clearly and loudly. The point of the exercise is to be heard and understood.
- Form your words distinctly
 - Project your voice..aim your voice at the back row, the farthest person from you
 - Speak from your chest, not your mouth or throat.
 - These principles should be applied whenever speaking or praying in public
- F. Use proper English
- Use language appropriate to your audience (education, age, other factors)
 - Avoid "stilted speech", "Religious tones", "Pompous Words", "Christian Slang"
 - Use street talk and slang only for emphasis. If you overdo it you will weaken your presentation.
- We must make sure that our use of vocabulary is suitable to the age and comprehension level of those to whom we are speaking. Also, we sometimes tend to have our own unique vocabulary which we assume everyone else understands. Using terms such as "born-again", "redemption", or "anointing" with unbelievers or new Christians may bring misunderstanding unless we explain the meaning of such terms.
- G. Speak with enthusiasm and energy
- Avoid monotone

- Put energy into your voice
- Enthusiasm is contagious! (So is boredom)

H. Avoid distracting mannerisms

- Watch how you use your hands
- Get rid of the "ums", "and-uhs", and "you knows"

VI. Additional Insights

A. Use notes in making your presentation

- As a beginner, so you will have enough to say
- As an experienced speaker, so you won't say too much!
- Stay on track, make your point, no "rabbit trails"
- You owe your audience a clear, simple, coherent, understandable presentation

B. Know when to stop

- Stop when your time is finished
- Stop when you have made your point
- Stop when you have nothing to say
- Stop when people stop listening
- Stop when the Holy Spirit stops

C. Be yourself

- Don't try to act or sound like someone else
- It is distracting and comes across as "phoney"
- Don't try to speak as an authority on a subject you know nothing about.

D. Learn and improve

- Ask someone to evaluate your presentation and point out strong and weak points
- Make a tape of your talk and evaluate yourself
- Practice
- Say "Yes" to every opportunity to speak to a group