

Turning a paper into a speech

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While it may be tempting to read straight from your paper for any public speaking situation, your paper was written for reading, not for public speaking. Typically, the audience gets one chance to hear and understand what you are trying to say, so speak in a language and manner that will succeed. Below is a guide to help you turn your paper into a speech.

	Paper	Speech
Language	Complex, highly detailed, multiple adjectives. Can be reread for <u>understanding</u> .	Conversational, simplified. Must be understood in one hearing.
Information	Should have many levels of facts, summaries, and longer applications.	Streamlined information so that audience hears the factual support but does not get lost in complexity
Quotations	Can be longer and more involved.	Typically better if summarized, but quotations are read only if short, succinct, and the exact wording is important to the topic
Drafts	Requires multiple drafts.	Requires multiple drafts of speech outline in order to find appropriate structure and <u>wording</u> .
Structure	Introduction, body, and conclusion, but has more complexity in each section.	Introduction, body and conclusion, but must be simplified in order to be understood in one hearing.
Transitions or Signposting	Typically topic sentences, and references prior material or suggests material to come. May also include words such as “for example,” “also,” etc.	Same concepts but requires immediate recognition and may include such simple phrases as “first,” “second,” etc., in addition to topic sentences, etc.
Delivery	Your paper was written to be read. Don’t try to read it as a speech or to use the actual paper as notes. You will sound like you are reading a paper.	Make an outline or bullet points. Practice until you can deliver the speech extemporaneously (i.e. looking at the audience more than your notes).

Written by Dr. Marcia Berry, Ph.D., Department of Communication Studies

Rev. 9/25/2015