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.

<table>
<thead>
<tr>
<th>Paper</th>
<th>Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language</strong></td>
<td>Complex, highly detailed, multiple adjectives. Can be reread for understanding.</td>
</tr>
<tr>
<td><strong>Information</strong></td>
<td>Should have many levels of facts, summaries, and longer applications.</td>
</tr>
<tr>
<td><strong>Quotations</strong></td>
<td>Can be longer and more involved.</td>
</tr>
<tr>
<td><strong>Drafts</strong></td>
<td>Requires multiple drafts.</td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>Introduction, body, and conclusion, but has more complexity in each section.</td>
</tr>
<tr>
<td><strong>Transitions or Signposting</strong></td>
<td>Typically topic sentences, and references prior material or suggests material to come. May also include words such as “for example,” “also,” etc.</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

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