



Communications Merit Badge

Prepare in Advance

3: Prepare and deliver a five minute speech on ANYTHING. *Know your subject well!*

Tips for Successful Presentations

- Know your Subject
- Know your Audience
- Prepare a Plan
- Prepare an Outline
- Write your speech
- Prepare Aides if necessary
- Practice
- Re-write your Outline
- Practice, Practice, Practice
- Deliver with Confidence





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**Reminders about traits of effective communications;
your presentation must be:**

- Clear and to the point
- Appropriate body language
- Appropriate Volume
- Appropriate Tone
- Positive Eye Contact
- Effective Listening
- Appropriate Media/Form
- Appropriate Message
- Relevant Props or Aides
- Appropriate Pace of speech

