

Guidelines for Preparing a Talk

- Pray – ask the Lord to show you what you should share.
- Become familiar with the outline, purpose and progression.
- Start with an “idea list”. Write down your thoughts as they come to you so you won’t forget them when writing your talk.
- Construct an outline including the key points of the talk, any examples you plan to use, and your personal sharing.
- Write out your *entire* talk. This will help you remember to include all your points when giving your talk. Practice frequently so that you will be able to deliver your talk on the weekend without seeming to “read” it.
- Crossing out, deleting and throwing away are all normal parts of the process. Don’t be discouraged.

Helpful Hints:

- Have an introduction (tell them what you’re going to tell them).
- Have a body (main thoughts and supporting points – tell them).
- Have a summary (tell them what you told them).
- Start your talk by giving your name, the weekend you attended, the table at which you sat, and the name of your church. (Write this into the first paragraph of your talk.)
- Avoid clichés, buzzwords and catch phrases.
- Spell out any words that are not familiar to everyone.
- Type your talk, using a large print font, if possible. Capitalize, underline, or print in bold the “write-downs”. Double-space your talk to make it easier to read.
- Keep your talk in a folder or binder. This will allow the pages to lay flat without creases or wrinkles while you are giving your talk.
- Maintain eye contact with the candidates while giving your talk. Talk to them, not at them. Try not to talk to the podium or the back wall.