

Preparing a Message

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I. Introduction.

- A. God equips for ministry. (Isaiah 50:4; 1 Timothy 1).
- B. Public speaking can be approached from six standpoints.

II. The perspective.

- A. A well delivered message can accomplish much.
 - 1. It can save a hearer's time.
 - 2. It can transpose information into understanding.
 - 3. It can inspire people to action.
 - 4. It can convey vital information and inspiration.
- B. More emphasis should be placed on what we are than what we do. (Ephesians 1:12)

III. The purpose.

- A. One must understand his objective.
- B. One must understand what he wants his objective to do.
- C. One must understand what he wants people to do.
- D. One must know his one idea.
- E. Do not pile on abstract ideas upon each other.

IV. The person.

V. The parts.

- A. The introduction.
 - 1. The first two minutes are critical for getting attention.
 - 2. This helps by a striking sentence or posing a problem of interest.
- B. The body. It is better to drive home one point than leave three on the bases.
- C. The conclusion. Nail down your objective.

VI. The preparation.

- A. Get an idea and jot it down.
- B. Let the idea cook for a while.
- C. Develop an outline.
- D. Fill in after more thought.
- E. Writ out word for word.

VII. The presentation.

- A. Put something together that is visual.
- B. Make your points flexible for your audiences.
- C. Do your homework.
- D. Style.
 - 1. There is no one style.
 - 2. Make the style you use yours.
 - 3. People are looking for a voice of authority. (1 Corinthians 14:8)
 - 4. Be humble.
 - 5. Be imaginative.
- E. Appearance must be fitting.
- F. Humor must be meaningful and appropriate.
- G. The pace must change appropriately.
- H. Speakers should project their voices.
- I. Speak as rapidly as you can possibly speak.
- J. If you lose your thought review your last thought.
- K. Deal with interruptions appropriately.
- L. Give good eye contact.

VIII. Conclusion.

Application questions:

1. What are some common errors in public speaking?

2. Which tips for successful public speaking do you think are most valuable?

3. How will you grow as a public speaker?
