

# THE SPEECH CENTER

## UNIVERSITY OF RICHMOND



“None of the things which are done with intelligence are done without the aid of speech.”  
— Isocrates —



## What Others Say...

*The consultant gave me helpful pointers concerning my presentation—little things I never would have thought of. She was very responsive to any questions that I had.*

*I like the consultant's attitude and sincere willingness to help me.*

*We learned what not to do and how to be more organized.*

*This was my first time at the Speech Center and I am regretting that I didn't come before.*

*I strongly encourage my students to take advantage of the speech center!*

*I am amazed, once again, by the improvement. They now celebrate speaking... I encourage them to participate with you and your team for additional insight and experience. Every one who did said it was excellent... Keep up the wonderful coaching and know I and all here at UR appreciate all you do.*

*Great help to my students!!*

*I think this is a great idea. I'm terrible at giving presentations, so I definitely plan on using your services.*

*This was a great way for our group to preview our actual presentation. The consultant helped me order my ideas. He showed me how to reach the audience.*

*The only way this visit could have been more beneficial is if I had been more prepared.*

*This was very helpful... I came away with ideas, ideas, ideas!*



## SPEECH Center

WEINSTEIN HALL  
UNIVERSITY OF RICHMOND,  
VIRGINIA 23173

804/289-8814  
<http://speech.richmond.edu>

## THE SPEECH CENTER IS AN IDEAL PLACE TO:

- ▶ Brainstorm ideas
- ▶ Narrow your focus
- ▶ Organize thoughts
- ▶ Develop speaking style
- ▶ Practice delivery
- ▶ Arrange support for your thesis
- ▶ Experiment with multimedia
- ▶ Review with student consultants



## CONVENIENT LOCATION AND HOURS

The Speech Center is located on the fourth floor of Weinstein Hall between the Journalism and Rhetoric & Communication Studies departments. We can accommodate your schedule with morning, afternoon, evening and weekend hours.

*"I have come to realize that the ability to communicate clearly is the key to success in anything you may do."*

Dr. E. Bruce Heilman, Chancellor

## MAKING AN APPOINTMENT

Determine the date of your scheduled presentation, then go to the Speech Center website at <http://speech.richmond.edu> to reserve an appointment at a time convenient with your class schedule. Remember to plan ahead so that you have time for more than one practice session.

## RESCHEDULING AN APPOINTMENT

Link to the Speech Center website to change or cancel an appointment at least 24 hours in advance. Be aware that rescheduling appointments in the last three weeks of the semester is difficult.



## PREPARING FOR AN INTERVIEW

Internships, career opportunities and graduate school applications frequently involve personal interviews. The Speech Center and Career Services collaborate to help you develop and fine-tune your interview skills. Among the more valuable qualities to practice at the Speech Center prior to an interview is attentive listening. The ability to communicate your strengths and to project self-confidence is essential to successful interviewing. By learning what questions to expect, how to focus, how to respond thoughtfully and succinctly and how to say exactly what you mean, you will greatly improve your chances of being offered the position or internship sought. To make the most of a mock interview at Career Services, you may schedule one or more practice sessions beforehand at the Speech Center.



## BRING TO YOUR APPOINTMENT

- ▶ Prepared notes or outline
- ▶ A copy of the speaking assignment
- ▶ All visual aids you plan to use (including overheads and PowerPoint)

Each practice taping is a potential opportunity to add to your portfolio; please consider your attire when you come to tape your speech.

## CO-CURRICULAR PRACTICE OPPORTUNITIES

Candidates for a grant, scholarship award, summer internship or elective office may use the Speech Center to plan and practice presentations. Investiture, Proclamation Night and Commencement speakers will find that the student speech consultants are an excellent practice audience for these traditional University of Richmond events.



## SPEECH-RELATED RESOURCES

Our resource library includes a variety of materials especially designed to provide assistance in speech writing, critical thinking, listening and managing apprehension. Great speeches by well-known individuals are available for viewing. The Speech Center also has a collection of memorable speeches delivered by students enrolled at the University of Richmond. At the close of each academic year, faculty and staff consider submissions recommended for inclusion in the collection.

