

## **Electronic Media – Radio Guest Speaker Notes**

### ***How to be a guest speaker for a radio program***

- Radio requires a pleasant, inviting and an interesting voice.
- You will be judged and topic accepted, mostly on your voice.
- Make a list of available radio stations in your area.
- Know the kind of program it is.
- Know how long the program is and time yourself.
- Know the host interviewer of the program.
- Know the program's listening audience.
- Write a bio and a short paragraph about your subject.
- Contact the program director and ask to be a guest speaker.
- Do not go alone.
- Select a topic the program director wants and needs.
- Select a topic that you know, can discuss, and be questioned about.
- You may send the interviewer six to eight topic sentences in question form.
- Topic sentences are an outline to guide you through the program.
- These six to eight topic sentences will help the interviewer.
- These topic sentences assist the program to "flow".
- These topic sentences can give you confidence.
- A "Father Hardon talk", makes an excellent topic for a program.
- Example, "*The Art of Forming the Conscience of a Child*".
- Throughout the program, smile and convince everyone, this is fun.
- To be invited back, make friends with everyone.
- Ask for a tape to critique your talk.
- Ask others to evaluate your performance and to offer suggestions.

### ***Phrases to use to get your message out***

- May I suggest
- By all means
- All of this is possible
- As you know
- The best way
- Be assured
- It helps immensely
- The important thing
- Where do I begin?
- Our Lord is giving you
- It is a privilege
- In answer to your question
- In case you have not been able to
- Perhaps I did not make myself clear