

Speech Writing Summarized

1. Getting Started:

- a. Select a Subject you like or hope will be of interest to your audience
- b. Decide on the Purpose of your speech
 - i. To inform
 - ii. To entertain
 - iii. To persuade
 - iv. To demonstrate
- c. Write down the main points you wish to make in your speech

2. Parts of Speech- a good speech should contain the following parts:

- a. Introduction- purpose is to arouse the audience's interest in your subject
 - i. Should be lively and/or friendly
 - ii. Should lead the listener toward what you are going to talk about
- b. Body- contain subtopics to support your main idea or purpose
 - i. Wording should be clear and descriptive as not to leave your audience wondering what you are talking about
 - ii. Transitions help keep your speech clear and easier for the audience to follow. Speeches that are well done often contain summary statements wrapping up one subtopic and introducing the next one.
- c. Conclusion- purpose is to remind your audience what you just talked about
 - i. Offers the opportunity to repeat important or main ideas of your speech
 - ii. Clincher- includes any final thoughts you want to leave your audience with while signaling you are done of your speech

3. Delivering your speech- important considerations before your speech

- a. Know your speech by practicing it until you feel comfortable; **do not** attempt to memorize it word-for-word. In the event that you forget a portion of your speech it will be difficult to recover and seem natural while speaking
 - i. Practice in front of a mirror, friends or family
 - ii. Some may want to use small cue cards for your speech which you should also use during your practice time (the cue cards should **only** contain the main points of your speak. **DO NOT** write your entire speech on your cue cards)
- b. Speak Loudly and Clearly
 - i. Enunciate words clearly
 - ii. Slow down or pause to emphasize a point you wish your audience to think about or remember
- c. Maintain Good Eye Contact- scan your audience as you speak
 - i. helps to keep your audience engaged
 - ii. shows that you are interested in them and making them part of your speech
- d. Use Gestures where possible
 - i. Small hand movements and other gestures livens up your speech and helps keep your audience interested in what you are saying
- e. Be Enthusiastic about your topic and show it