

Tips on writing a speech

Before you begin writing your speech, answer these questions about your subject:

1. What is my idea for this speech?
2. What is the working title for the speech?
3. Who is the audience?
4. What is the "take-away" message from my speech?
5. What do I want the audience to **think, say** or **do differently** after hearing my speech?
6. What is the opening of the speech ... the attention grabber?
7. What are the two or three main points of my speech?
 - a)
 - b)
 - c)
8. What is the closing of the speech, one that will have people thinking long after they have heard your speech?
9. Is the speech informational, entertaining, motivational or inspirational?

A five to seven minute speech will have the following approximate structure:

- | | |
|---|-------------------|
| Opening | (100 – 150 words) |
| Story, Statement or Rhetorical Question | |
| Body of Speech | (400 – 500 words) |
| 2 or 3 sections | |
| Closing Statement | (100 – 150 words) |
| A quotation, summary of key points, link to opening and ... | |
| A powerful closing statement | |