

# SPEECH WRITING SUMMARIZED

## 1. Getting Started

a) Select a Subject you like and one you hope will be of interest to your audience.

b) Decide on the Purpose of your speech

- to inform
- to entertain
- to persuade
- to demonstrate

c) Write Down the main Points you wish to make in your speech

## II. Parts of a Speech

A good speech should contain the following parts:

a) Introduction

- purpose is to arouse audience interest in your subject
- should be lively and/or friendly
- should lead the listener toward what you are going to talk about

## b) Body

- states the main ideas of your speech in good, clear sentences
- each idea is expanded upon by supporting information:
  - (1) facts and information
  - (2) examples
  - (3) comparisons and contrasts
  - (4) opinions of authorities

## c) Conclusion

- restates the main idea or summarizes the main points
- may urge listeners to follow a certain line of action or thought
- since this is the climax of your speech, it should end in an interesting or emphatic manner

### III. Delivering the Speech

a) Know your Speech (this is not the same as memorizing)

- practice your speech over and over again until you know most of it. There are many ways to practice:
  - i. In front of a small audience (friends, parents, brother or sister, teacher)
  - ii. In front of a mirror
  - iii. Into a tape recorder
- use small cue cards if necessary but Do Not Depend on Your Notes!

b) Speak Loudly and Clearly

- enunciate words
- slow down to emphasize a point
- pause briefly after points you wish your audience to think about or remember

c) Maintain Good Eye Contact

- scan your audience as you speak
- poor eye contact results in the audience feeling left out and they soon become disinterested

d) Use Gestures (small hand movements) where possible

e) Above all, Be Enthusiastic about your topic and show it.