

## 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:

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

**Pathways Note:** More information in the Level 1 Icebreaker Speech Outline worksheet and the Level 1 Research and Presenting worksheet.