

Speech Guide

Activity	Tips	Notes
Topic and Time	Choose something that interests you. How long do you have to talk for?	
Audience	Who will you be talking to?	
Subject and Purpose	What is the purpose of your speech? (persuade, inform, entertain, etc.) Brainstorm ideas and write them down. Think about personal stories you can add to make it more interesting.	
Research	Internet, newspapers, magazines, library, family, friends, etc.	



Speech Guide

Activity	Tips	Notes
Structure	Ask yourself the question: “At the end of the speech, what would I like my audience to...?”	
Introduction (Beginning)	Brief, Capture the attention of the audience and establish the subject and purpose of the speech. Don't just restate the topic. Add your personality and make it unique. Many other may be talking on the same topic.	
Body (Middle)	Set out your ideas, share your research, include examples to support your topic. For your time limit, work out how many points / paragraphs you can include. Work on having a powerful statement to lead into each new point / paragraph.	



Speech Guide

Activity	Tips	Notes
Conclusion (End)	<p>Short statement that ties back to the topic and sums up the subject and purpose of the speech.</p> <p>Make it brief, but memorable. Try including a memorable line that the audience can take away with them.</p> <p>Practice your conclusion so your last couple of sentences can be delivered with confidence and with full eye contact to the audience.</p>	
Practice	<p>By yourself first. Time it and edit your content so it fits within the time restraints.</p>	
Palm Cards	<p>Make palm cards for key points only. Keep cards to a minimum and number them.</p>	
Dress Rehearsal!	<p>Practice using palm cards, first by yourself, then in front of family, a bathroom mirror or even video yourself.</p>	

