

Educational: Writing A Speech



Educational Details

Time: 5 minutes

Meant for session #: TBA

Content

When you are planning your speech, these steps will help you:

1. **Identify Your Topic**

Choose something you know a lot about. That could be you, one of your hobbies, your school, or a subject – anything!

2. **Identify Your Purpose**

There are 4 basic speech purposes: Inform, Entertain, Persuade, Inspire.

What are you trying to accomplish? Do you want to teach your audience? Do you want to make them laugh? Maybe you want them to buy or do something, or to feel enthusiastic about the topic you just presented.

Knowing your purpose will help you choose your content and how you present it. (Eg. If your purpose is to entertain, you may tell a story. If it is to inform, you may present facts with diagrams).

3. **Outline & Develop**

Figure out what the main points of your speech are. You should have 2-3 of them. Create a strong opening and conclusion to support them. Fill in your content so you can fill your time requirements (but not go over time!).

If you aren't sure what to use as content, consider some options to include in a speech: Quotes, statistics, questions, stories, jokes... Speeches must be mostly original, but you are allowed to incorporate other ideas and texts as well for effect.

When you sign up to give a speech, use these steps to prepare yourself!

Activity Ideas

Speech Planning:

Break the students into groups of 3-5 people. Ask them to work as a group to:

- Pick a topic.
- Identify the purpose of their presentation.
- Identify 2-3 key points they would include in the body of their presentation.
- Identify a strong opening statement for the speech and a strong closing statement.

Have the group report on the plan for their speech.