

# How to Write a Good Speech

Just think of writing a speech as baking a cake. Having all the correct ingredients is the key winning number one at the local town fair's cake-off. You can accomplish a winning speech in a few easy steps.

1. What is your main idea?
  - a. Outline the key components of your idea and the ultimate goal for your speech.
    - i. Main Goal: What is the main idea I want to get across?
    - ii. Goal: What do I want people to learn from my speech? OR What do I want to persuade my viewers to think?
  - b. People generally learn in two or three key points (main points), so it is better to keep your speech clear and well planned complete with simple-easy-to-follow points.
  
2. Always have the 3 basic elements! Just like if you were writing a paper.
  - a. Introduction
    - i. Get the audience's attention early, this sets the tone of your speech!
    - ii. Summarize the list of points you want to get across.
      1. If you begin with a long or confusing introduction, your audience will begin to tune you out.
    - iii. State your thesis
    - iv. Transition into your first paragraph.
      - a. \*Remember an introduction should be interesting, to the point and not too long. Your voice should be confident and loud as well as engaging to the audience.
  - b. Body
    - i. Discuss your main ideas.
      1. Make sure you spend enough time on each paragraph. If you are giving a 6 minute speech, spend the majority of your time (3-4 minutes) on your body.
        - a. Ie: What is your topic? Why audience should pay attention? Benefits for paying attention? Drawbacks? Taking action? Ect...
    - ii. With your main points you should have sub-points.
      1. Ie: Main Point: What is Italian food?
      2. Sub Point: It's origins come from Italy
      3. Sub Point: Includes pastas
      4. Sub Point: Two main ingredients are cheese and sauce.
      5. Sub Point: Bread and Sauce made one of the more famous dishes called pizza.
    - iii. Make sure your key points are related to each other.
    - iv. Just make sure to transition between paragraphs!
      1. Ie: "Next I will talk about..."
    - v. After you have more categories, you just need to make them full coherent sentences, and there is your body!

- c. Conclusion
  - i. This should sum up all of your key points and serve as a reminder of what you have just talked about.
    - 1. Ie: “Finally I would like to say...”
  - ii. Finally have a good closing statement.
    - 1. A quote, story or statistic would work well!
- 3. Tips and Tricks
  - a. Speak slowly, loudly and clearly.
    - i. Try not to sound rehearsed, be as natural as possible.
  - b. Avoid using “ums”, “like”, “you know” ect...
    - i. This will make you sound doubtful.
  - c. Avoid using words that you don’t understand just to sound interesting.
  - d. Be interested in your topic, even the most boring topic can be interesting if you make it engaging.
  - e. Stay focused on your main points so you do not confuse your audience!
  - f. PRACTICE! PRACTICE! PRACTICE!