

SPEECH WRITING FORMAT

A speech is a formal address delivered to an audience.

It always has a purpose. It aims to convey the purpose with logically connected ideas.

Speech writing is a method of telling a thought or message to a reader using correct punctuation and expressions.

While writing a speech we should concentrate on the three 'C's.

Your speech should be clear, concise, and consistent.

Title: Give a good title to the topic while writing your speech.

Content: The content section is divided into 3 subparts.

Introduction

Body

Conclusion

INTRODUCTION:

Start with greeting the audience with the phrases like:

Respected Sir/Ma'am

Dear students

Good morning, everyone

Introduce yourself and the topic in one or two lines.

Then, write in brief what is the theme of the speech.

BODY:

Explain the topic in detail.

Be clear and specific about your thoughts.

Use anecdotes/ humour/figures of speech/hyperbole to put your point across.

CONCLUSION

Conclude the speech by giving an overall view or summary.

Add the specific action you want your audience to do right away.

Thank the audience for their time.

IMPORTANT:

*While writing the speech keep your audience in mind.

*Use correct punctuation while writing.

*Use personal anecdotes/ humour/figures of speech/hyperbole/exaggeration.