## HOW TO WRITE A SPEECH

\*

Writing a speech is very similar to writing an essay, a report, a letter or any type of writing. You want to share information or ideas or thoughts. But the one difference is that your words are being HEARD not READ, the audience is a listener not a reader so you only have one chance to get your message across.

This means you need to make sure the audience is listening. So you need to grab their attention, engage them and keep them interested in what you have to say.

There are ways to deliver or present your speech to help keep the audience interested. These are described later in the section Presenting your speech. But as you write your draft speech you need to remember that you are taking so your sentences need to be shorter and have more casual, informal, ordinary words. This will also be described later in the section Writing your droft speech.

You also need to know what sort of speech you are writing because this will help you prepare notes as you research for the speech and decide on the points.

There are different types of speeches, although some can be both.

 an INFORMATIVE speech, where you want to inform or tell your audience about a topic, an event, an area of knowledge.

For example: Climate Change is happening; the school bake sale; Coral reefs are rainforests of the ocean. 

- an INSTRUCTIONAL speech, where you are explaining how to do something. For example: how to play soccer, how to give first aid.
- a PERSUASIVE speech, where you want to convince your audience.
   For example: a candidate for SRC, radism-no way, homework should be banned.
- a SPECIAL OCCASION speech, where you are entertaining or informing the audience for a specific purpose.

For example: a farewell speech to a teacher retiring, a 21st birthday speech, a graduation speech.

The time you have to give your speech needs to be noted. This is important so you know how many words your speech should be.

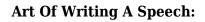
Here are some general guidelines (although it depends on how fast you a speaking and how long your pauses are):



230 words
650 words
770 words
1500 words

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## **Table of Contents Art Of Writing A Speech**

- 1. Understanding the eBook Art Of Writing A Speech
  - The Rise of Digital Reading Art Of Writing A Speech
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Art Of Writing A Speech
  - Exploring Different Genres
  - o Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Art Of Writing A Speech
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Art Of Writing A Speech
  - Personalized Recommendations
  - Art Of Writing A Speech User Reviews and Ratings
  - Art Of Writing A Speech and Bestseller Lists

- 5. Accessing Art Of Writing A Speech Free and Paid eBooks
  - Art Of Writing A Speech Public Domain eBooks
  - Art Of Writing A Speech eBook Subscription Services
  - Art Of Writing A Speech Budget-Friendly Options
- 6. Navigating Art Of Writing A Speech eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Art Of Writing A Speech Compatibility with Devices
  - Art Of Writing A Speech Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Art Of Writing A Speech
  - Highlighting and Note-Taking Art Of Writing A Speech
  - Interactive Elements Art Of Writing A Speech
- 8. Staying Engaged with Art Of Writing A Speech
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Art Of Writing A Speech
- 9. Balancing eBooks and Physical Books Art Of Writing A Speech
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Art Of Writing A Speech
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Art Of Writing A Speech
  - Setting Reading Goals Art Of Writing A Speech
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Art Of Writing A Speech
  - Fact-Checking eBook Content of Art Of Writing A Speech
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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