

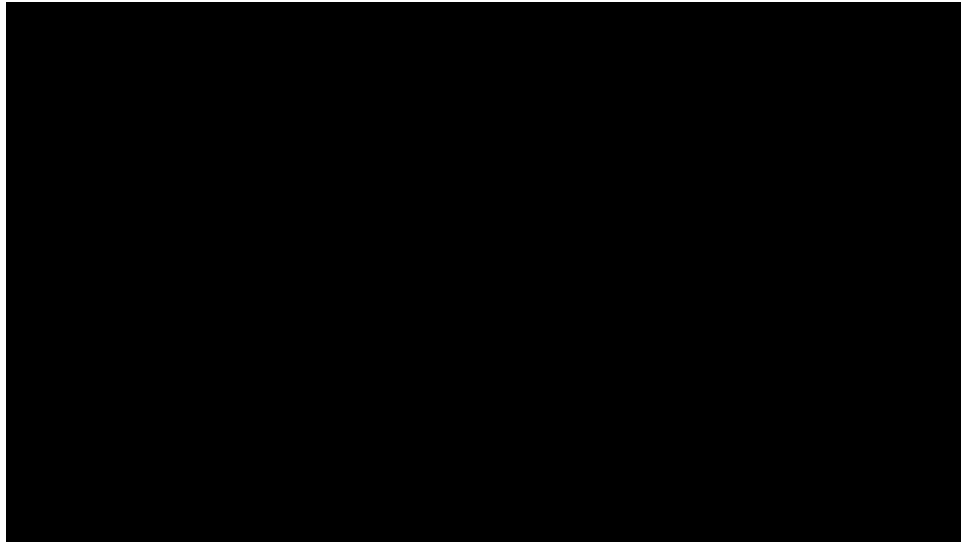
HOW TO WRITE A SPEECH

A Step-by-Step Guide

Bell Work—February 10

- Mrs. Sone will pass out a short T/F quiz over “I Am Sam”

Inspiring Speech Example



Steps to Writing a Speech

1. Select Topic
2. Gather Information
3. Organize Information into three main points with sub-points and details
4. Write Introduction and Conclusion
5. Compose final draft of Outline
6. Transfer Outline to Key Word Notecards

Step 1: Select a Topic

- Topic is Assigned – learn as much as you can about that topic. Become an expert
- Topic is Chosen – Choose a topic you are familiar with, something you are passionate about.

Examples

1st Sample topic: Bullying

What will my speech be about?

“How to stop bullying in your school”

2nd Sample topic: Games

What will my speech be about?

“Games to teach young children”

Step 2: Gather Information

- Use common knowledge (things you already know)
- Do research. Find information relevant to your topic from credible sources.
- What makes a source credible?
- How can you spot a source that is not credible?

Step 3: Organizing your Body

- **Chronological:** information arranged according to a timeline
- **Spatial:** information arranged “geographically”—where things are in relation to one another
- **Cause and Effect or Problem/Solution:** present the issue, then present several possible solutions
- **Topical:** group information by sub-topic; the order is up to you

Example: Problem/Solution Style

Main Points:

1. Bullying is a problem in our schools
2. Practical ways to end bullying in your school

*Problem/Solution

Example: Topical

- II. Main Point #1—Card Games
- III. Main Point #2—Board Games
- IV. Main Point #3—Physical Games

Step 4: Introductions/Conclusions

Beginning and Ending Your Speech

Parts of an Introduction



1. Attention Getter
2. Link
3. Thesis Statement
4. Preview of Main Points

Attention Getters

- Rhetorical Question
- Make a Reference
- Startling Statement
- Quotation
- Story
- Humor

Example: Quotation

“Cowardice asks the question—is it safe?
Expediency asks the question—is it politic?
Vanity asks the question—is it popular?
But conscience asks the question—is it right?
And there comes a time when one must take a
position that is neither safe, nor politic, nor popular,
but one must take it because it’s right.”

~Dr. Martin Luther King, Jr.

Example: Reference/Story

- Go Fish. Old Maid. Crazy 8s. Chutes and Ladders. Candy Land. Monopoly. Red Rover. Hide and Seek. Duck, Duck, Goose. These are some of the many games I remember playing as a child.

Link

2 purposes:



(The link **connects the AG with the topic** of the speech)

b. Provides Credibility

Example:

“Dr. King originally said this in the context of the Civil Rights Movement, but the truth behind his words remains today and could be applied to the crisis of school bullying.”

*Purpose 1: explains how this quote relates to my topic

*Purpose 2: Cites Dr. King as the source of the quote

Example

- Most of us enjoy playing at least a handful of games, but which games are the best choices to teach young children?
- Purpose: points toward the purpose of the speech

Thesis Statement

- **Clarifies goal**
- **States topic**

Remember: Keep it simple!

Example:

“Today I will tell you how to eliminate bullying in your school.”

Goal: Informative (I will tell you how to)

Topic: Bullying

Example

- Today I will describe several games that are fun for young children and teach valuable skills.
- Goal: describe (informative)
- Topic: games

Preview of Main Points

- **Overview of major ideas—provides a verbal “road map” for your audience to follow**
- **Without a preview, the audience will easily get lost in the body of your speech.**

Example:

“I will tell you how bullying has become a problem in schools today as well as give you some practical steps you can take to eliminate bullying in your school.”

Main Points:

1. Problem
2. Solution

Example

- I will inform you about card games, board games and physical games that are good choices for teaching young children.
- Main Points
 - ▣ Card Games
 - ▣ Board Games
 - ▣ Physical Games

The Introduction

Your introduction will begin broadly, then begin to focus more on content as it progresses.



Attention Getter

Link

Thesis

Preview

Parts of a Conclusion

1. Review Main Points
2. Restate Thesis
3. Strong Final Statement

Review Main Points

- Remind your audience what you just told them
- Go back over your main points.

Example:

“I have just told you about the problem of bullying in our schools and some ways to fix it.”

Main Points:

1. Problem
2. Solution

Example

- I have just told you about card games, board games and physical games for young children.

Restate Thesis

- Remind your audience of the purpose and topic of your speech
- Give your thesis in different words

Example:

“Now I hope you return to your school with a better understanding of this terrible epidemic and armed with some ideas to put a stop to bullying.”

Goal: understanding

Topic: bullying

Example

- Now you can be prepared to teach children valuable skills through these fun types of games.

Strong Final Statement

Finish Strong! Tie it back to your AG, if possible

You have the same choices for good SFSs:

- Rhetorical Question
- Make a Reference
- Startling Statement
- Quotation
- Tell a Story
- Humor

Example:

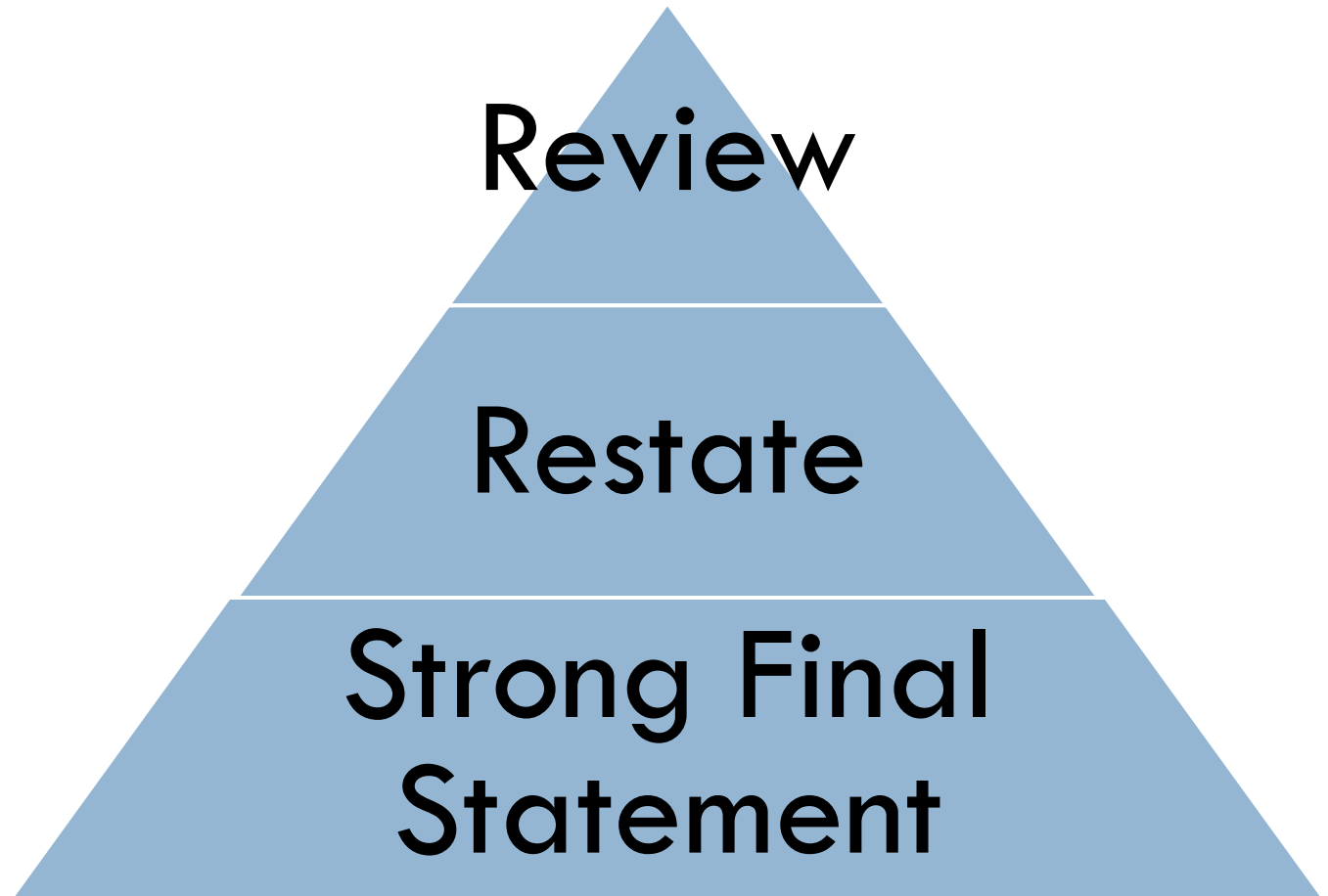
As Dr. King said, “there comes a time when one must take a position that is neither safe, nor politic, nor popular, but one must take it because its right.”

Example

- So, who's up for a game of Old Maid?

The Conclusion

Your conclusion will begin content specific, then broaden as it progresses toward the final statement.



Step 5: Outlining

How to properly construct a speech outline

Main Sections (Main Points)

- Main divisions of your speech
- Includes introduction, main divisions of the body, and conclusion
- Receive Roman Numerals (I, II, III, IV, V) at the left margin

*Hint: on a keyboard, Roman Numerals are simply capital letters

Sub-points

- Material that supports the main points
- Includes the different parts of the introduction and conclusion, as well as information that supports your main points
- Receive capital letters (A, B, C, etc) indented once (tab over)

Details

- Provide information that break down supporting information even further
- Receive numbers (1, 2, 3, etc) indented twice (tab over two times)

Example Outline...

I. Introduction

A. Cowardice asks the question—is it safe?

Expediency asks the question—is it politic?

Vanity asks the question—is it popular?

But conscience asks the question—is it right?

And there comes a time when one must take a position that is neither safe, nor politic, nor popular, but one must take it because it's right.

—Dr. Martin Luther King, Jr.

B. Dr. King originally said this in the context of the civil rights movement, but the idea is still applicable today in the crisis of school bullying.

C. Today I'm going to tell you what you can do to stop bullying in your school.

D. I will explain how bullying has become a problem in schools today as well as give you some practical steps you can take to eliminate bullying in your school.

Example Outline...

II. Main Point #1: What is bullying?

A. FHS Handbook – “pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children, whether done in person, by written communication, or by use of any electronic device.

B. Examples

1. Sarcastic “compliments” about a person’s personal appearance
2. Purposely excluding someone from a group
3. Distributing embarrassing information through word of mouth, email, text messages, or posted to social networking sites

C. People involved

1. Bully – offender
2. Bullied – victim
3. Bystander – anyone who allows bullying to happen

Step 6: Notecards

After rehearsing from your outline a few times, write notecards using only key words and phrases.

Example Notecard...

I. Introduction

A. Dr. King Quote

B. Explain context

C. Informative—how to stop bullying in your school

D. Bullying problem + solutions

Steps to Writing a Speech

1. Select Topic
2. Gather Information
3. Organize Information into three main points with sub-points and details
4. Write Introduction and Conclusion
5. Compose final draft of Outline
6. Transfer Outline to Key Word Notecards

Winning Speech Examples

<https://youtu.be/g08mygFtlow>





Ticket out the Door

On a piece of paper, brainstorm a list of at least five topics on which you could write an informative speech.

What are topics you already know a lot about?

What topics have you always wanted to learn more about?

What people/places intrigue you?

Informative Speech Timeline

Today: topic selection/begin research & note-taking

Monday, Oct. 20: research

Tuesday, Oct. 21: Rough Draft Work

Wednesday, Oct. 22: Rough Draft due; Outline Work

Thursday, Oct. 23: Outline Due; Create Notecards

Friday, Oct. 24: Rehearse/Peer Critiques

Monday, Oct. 27: Begin Informative Speeches

Topic Selection

You must communicate your topic selection for the Informative Speech to Mrs. Sone. There will be no topic repeats within the class. Worth 10 points.

Researching your topic...

You may use your own internet device or go to the library to dig into your Informative topic. **Read articles and take notes as you go.** Make sure you keep up with your sources. Refer to the hand-out for proper citation formatting.

Ticket out the Door

On an index card, list three things you learned about your informative speech topic during your research today and the source of the information.