**Speech Writing Assignment**

**Important dates**

* Students receive speech package and start thinking about a topic – Week of January 9th
* Research potential speech topics
* Let your teacher know what your topic is - by January 16th
* Continue researching/writing your speech
* Memorize your speech. Cue cards may be used.
* In-class presentations of speeches \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Success Criteria**

Your speech needs to be a minimum of **3 minutes** and a maximum of **5 minutes** long

**Writing**

·  Use a hook and write a clear conclusion

·  Choose an interesting topic

·         Use appropriate words

·         Start with a hook

·         Make sure it flows

·         End with a proper conclusion

·         Use correct grammar and spelling

·         Use well structured sentences

·         Include juicy words

·         Avoid repetition

·         Make it not too complicated for your audience

·         Use fact and opinion

·         Write neatly

·         Make sure it makes sense

**Speaking**

·  Speak loudly and clearly (especially during the introduction and conclusion)

·         Don’t “um” or stammer

·         Stand still and don’t fiddle

·         Make eye contact with at least a few people in the audience

·         Speak confidently and with enthusiasm

·         Hold the audience’s attention

·         Memorize as much as possible

·         Annunciate

·         Don’t ramble, keep to the top

**Steps**:

**Step 1: Prewriting**

There are several types of speeches you can think about writing.

The **INFORMATIVE** Speech

The focus of this kind of a speech in on sharing information. It informs the audience about experiences (could be a retell) or facts. **“How\_to \_Raise \_Goldfish\_”** and **“My\_ Winter\_\_Vacation\_” \_**are samples of topics for this kind of speech.

The **PERSUASIVE** Speech

You are trying to convince your audience to agree with certain ideas or beliefs when you make a persuasive speech. **“Why\_Girls \_Should\_Be\_Allowed\_to\_Play\_on Boys’ Hockey Teams\_” \_**and **“Why\_We\_Must\_Start\_Using\_Electrically\_Powered\_Cars\_” a**re possible topics for persuasive speeches.

The **HUMOROUS** Speech

Entertaining is the purpose of this type of speech. A series of short humorous stories all on the same topic is one way to structure a humorous speech. **“Five\_Good\_Reasons For\_Not\_Keeping\_A\_Pet\_Racoon\_”** and **“My\_Mischievous\_Little\_Brother”** could be topics for humorous speeches.

**Step 2: Writing the First Draft**

Use complete sentences to organize the information from your research.

Write your first draft in your Writer‟s Notebook.

Your speech should include an **Introduction**, **Body** and **Conclusion**.

**Introduction**

The introduction should be short and as interesting as possible. This is when your let your audience know your topic. It is best not to begin with, “The topic of my speech is”. Possible ways to begin your speech are:

1. Tell a funny story related to your topic.

2. Use a quotation from a famous person or some kind of expert.

3. Start with a challenging question.

4. Show the importance of your topic by listing surprising facts about it.

*Write your introduction now.*

**Body**

The body of a speech contains all the important points that develop the topic. Each main point should be supported by facts, figures (number facts) or concrete examples.

Write your body now.

**Conclusion**

The ending should be short. It should help your audience to remember your main points in a dramatic way. Possible interesting ways to end your speech are:

1. Use a quote from an expert from something you‟ve read.

2. Tell a short funny story to highlight your main point.

3. Call on the audience to support your ideas and to do something to help promote that idea.

*Write your conclusion now.*

**Step 3: Revising, Editing and Proofreading**

**Revise** - You can improve your draft by revising it.

You can:

· \_Add ideas

· \_Leave out ideas

· \_Make sure your introduction is effective (will grab the audience‟s attention)

· \_Mare sure the points in the body of your speech are presented clearly and logically (Are your points in an order that will make sense?)

· \_Make sure the conclusion is memorable

· \_Rearrange your ideas

· \_Change your sentences (make them varied - some long, some short and some in between)

· \_Change your word choices

**Edit** - You can improve your draft by editing with others.

Read your work out loud to someone else. Ask them does your writing make sense?

· \_Say clearly what you want to say

· \_Include all necessary information

· \_Write a good introduction, body and closing

· \_Repeat some words or ideas for emphasis (because they are important)

**Proofread** - You can improve your draft by proofreading it or having someone else proofread it. Ask yourself:

· \_Have I used capital letters correctly?

· \_Have I punctuated my sentences properly?

· \_Did I spell words correctly?

· \_Did I use words correctly?

· \_Did I use proper form indenting, titles and margins?

· \_Is my writing clear and easy and read?

**Step 4: Writing Your Final Draft**

You can now write out the final draft of your speech using neat writing or typing it on a computer. Be sure to make all the necessary corrections from your first draft. You may also want to write your speech on cue cards for your presentation.

**Step 5: Delivering Your Speech**

When your speech is well planned and thoroughly learned, you are ready to deliver it. Here are some tips to help you:

* Take your time. Be sure everyone is listening before you begin.
* Eye contact is important: include all of your audience as you speak.
* Try to refer to your notes only when necessary. Try not to at the beginning or end of your speech.
* Speak clearly and enthusiastically. Make uses of pauses. Slow down.
* Take your time at the conclusion of the speech.
* Stand still while you are speaking; keep your hands relaxed.
* SMILE!

**OPENER**

Try one of these as an **opener**:

**1. Ask a question.**

Example: “Did you know that a parrot may live to be two hundred years old?”

**2. Use suspense**, don‟t announce your topic until the end of the first paragraph.

Example: “It affects everybody but nobody can do anything about it. It‟s the most common topic for conversation. You take it for granted, yet you probably think of it every day. It‟s likely that you have mentioned it at least once since you woke up this morning. What is it? It‟s the weather.

**3. Use a startling statement**.

Example: “Before the summer is over, one of you will be in danger.” (This speech is about water safety, the speaker should explain that he or she is talking about statistics to do with water accidents).

**4. Open with a well-known saying or quote.**

Example: A funny speech about a scout camp cook-out might begin with, “Too many cooks spoil the broth”.

**5. Begin with a humorous story that is related to your topic.**

Example: “Nobody is free of stage fright. Last week my little brother, who is in Grade 1, had to say a poem in class when the parents came to visit. He was too nervous to remember any of what he had learned. All he could do was to repeat his special emergency speech that my mother taught him in case he ever got lost. „My name is Bobby Sutherland. My address is 63 White Plains Rd.‟ He kept repeating this like a broken record until the teacher rescued him”.

**6. Use a prop.**

Example: Demonstrating how to use a clicker while training a dog.