## 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 talking 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.

<del></del>

- 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, racism-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):



2 minute speech 4 minute speech 5 minute speech	230 words 650 words 770 words		
		10 minute speech	1500 word

# **Guide For Grade One Speech Writing**

**JE Gale** 

**Guide For Grade One Speech Writing:** 

The Enigmatic Realm of Guide For Grade One Speech Writing: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Guide For Grade One Speech Writing** a literary masterpiece penned by a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those that partake in its reading experience.

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