

# EVPS Stage 3 Speech Writing Tips and Notes

## Stay Calm and follow these instructions! You've got this!

Consider the following points in preparing your speech:

**Audience:** Who will you be talking to and who will be judging?

**Topic and Time:** Choose a topic that you are interested in and will be comfortable speaking on. Consider how long you will talk for by planning your speech like this.

Part of Speech:	How Long:	What to Include:
Introduction	30 seconds	Outline what you will talk about.
1 <sup>st</sup> Main Point	1 minute	Explain your point and give examples.
2 <sup>nd</sup> Main Point	1 minute	Explain your point and give examples.
3 <sup>rd</sup> Main Point	1 minute	Explain your point and give examples.
Conclusion/Summary	30 seconds	Summarise your main points. See below.

**Subject & purpose:** What is the aim of your speech? To persuade, inform, entertain?  
Brainstorm ideas and note them down.  
Think of personal stories you can add to make it more interesting.

**Research:** Not just internet. Consider newspapers, magazines, family & friends, etc.

**Structure:** Ask yourself the question – “At the end of the speech I would like my audience to.....”

Now, when writing your speech, prepare it in this order:

**Main Points (Body):** Set out your ideas, share your research; include examples to support your topic.  
For your time limit, work out how many points/paragraphs you can include.  
Work on having a powerful statement to lead into each new point/paragraph. For each of your main points in your speech, first state the idea/point, then explain it, give examples and then link it back to the topic.

**Conclusion:** Give a short statement relating back to the topic and sum up the subject and purpose of the speech. Don't just restate the topic.  
Make it brief, but memorable. Try including a memorable line that the audience can take away with them. Do NOT thank the audience.

**Introduction:** Now write a brief opening that will capture the attention of the audience and establish the subject and purpose of the speech. Give it pizzazz like a Sizzling Start! Add your personality and make it unique.

**Practice:** By yourself at first. Time it and edit your content so it fits within the time restraints. You don't want to lose points for poor timing.  
Memorise your conclusion, so your last couple of sentences can be delivered with confidence and with full eye contact with the audience.

**Palm Cards:** Then make palm cards for key points only. Keep cards to a minimum and number them. Make a second copy if you think you'll lose them.

**Dress rehearsal!** Practice using palm cards, first by yourself, in front of a mirror if you can, then with your family or even video yourself and watch it back. Good luck!!