

Tips for Writing a Speech

Categories of Speeches (P.I.E.)

To Persuade or convince: Your goal is to change how the audience thinks or feels about something.

To Inform, explain, or teach: It is a share facts speech.

To Entertain: This speech is meant to make people have fun & laugh.

How to Write Your Speech

1. **Choose your topic:** You may be asking yourself, "How do I choose a topic?" Your speech can be about anything you want. Remember to choose something you like & know something about. Sample topics are:
 - * your pet
 - * your hobby
 - * your summer vacation
 - * a book you've read
2. **Know Your Audience:** Speak about something that interests you and your classmates.
3. **Outline:** Create an outline of the major points of your speech you want to talk about.
4. **A catchy introduction:** needs to grab the attention of the audience. This could be a joke, quote or question. Also, tell them what you're going to talk about in the body.
5. **Body:** explains or describes the points of the speech. Usually, you will give 3 main points.
 - * be logical with the order of information (sequence)
 - * get personal with examples & stories
6. **Conclusion:** Reminds the audience of the most important ideas of your speech
 - * begin with "In closing, " or "In conclusion"
 - * summarize what your speech was about & tie everything together

Speech Organizer

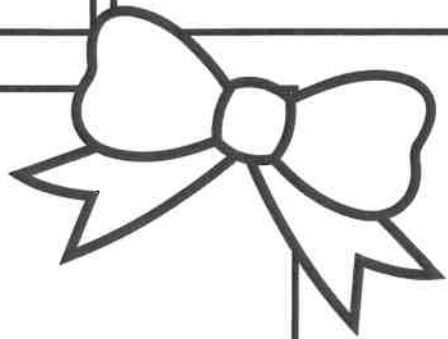
Topic: _____



Introduction:

Main Idea #1	Main Idea #2	Main Idea #3
Supporting Details	Supporting Details	Supporting Details

Conclusion:



How to Present a Great Speech

Voice: Your voice is a great tool in communication. What you have to say is important so you want the audience to hear you.

1. Speak up – Don't shout at the audience, but use a "big" voice
2. Speak at a slower pace
3. Work on word pronunciation
4. Be confident
5. Be natural and relaxed

Eye Contact: This can make a huge difference in the audience interest in what you say.

1. Maintain eye contact with the audience. Focus at looking at the audience throughout your speech.
2. Try not to stare at an object in the back of the room.
3. Look for your friends in the audience, but don't forget about everyone else.

Posture: How you stand during your speech is important. You want to appear confident and interested in your speech.

1. Stand up tall, hold your notes at chest height, not in front of your face.
2. You can walk while presenting your speech.

Gestures & Expressions: Expressions are a powerful addition to any speech. But BEWARE: they can also be a distraction.

1. Use hand gestures that are natural to you.
2. Hold your notes in your hands, but try to avoid "playing" with them.
3. Smile! Look happy and excited about your speech.

Write it out. Don't read your speech, but do have it written out in front of you on note cards or on paper. You don't have to memorize your speech.

"Ums and Ahs": Try to avoid using "um" & "ah". This is best done by practicing your speech and being sure of what you're saying. The more you practice, the better your speech will be.

Practice, Practice, Practice: You can't practice too much. Give your speech in front of anyone who will listen: parents, brothers, sisters, neighbors, friends, dogs, cats, fish, to yourself in the mirror. Be prepared.



Are you ready to give a speech in your classroom?

You can give your speech on any topic you choose! Pick a topic that you know about. You can talk about your family vacation, favorite animal, pet, or a good book you read. Let your imagination be your guide. **Below is the list of what we are looking for in your speech.**

Poise, Posture
Calm, pleasant, confident, at ease
Good posture
Topic Selection
Age appropriate, one theme
Voice
Pitch, volume, speed, tone, rhythm
Clear pronunciation
No long pauses, no "extra" words (um, uh, you know)
Audible at all times, distinct, natural voice
Enthusiastic, personality shows through
Speaker captures and retains audience attention
Speech
Well organized, logical order
Introduction, body and conclusion
Up-to-date, accurate, relevant information
Sticks to subject
Adheres to time limits
Use of Language
Appropriate word choice, clear, correct phrasing
Uses correct grammar
Expression
Good eye contact
Appropriate gestures, body language

Time limits are as follows:

4th grade	1 to 3 minutes
5th grade	2 to 5 minutes
6th-8th grade	3 to 7 minutes
9th-12th grade	3 to 7 minutes



The Coffee County 4-H Speech contest will be held January 2025.

Participants will be selected and notified at their November 4-H meeting. 4-H agents will be selecting up to three students per class to represent their class and school in the county wide speech contest.