

How to write a great speech?

Five steps for writing a great speech:

Step 1

- Who are you writing to? Think about your audience and the situation first. Is your language (and the opening lines) suitable for your audience and the situation?

Step 2

- What are your key ideas? Are the things you want to bring up in the speech clear? Do you repeat those key ideas? Repetition is an effective way to make the ideas stick in the mind of your listener.

Step 3

- Is there a personal story in your speech? The story should be relatable and interesting for the listener – this makes the speech more memorable.

Step 4

- Using quotes is an effective way to add interest to your speech but be careful with quotes. Your quote should be relatable to the speech and your main message.

Step 5

- Make sure you thank your audience and remember to summarize your main ideas and key message at the end of your speech.