

# 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 draft 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.**

1. 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.
2. an **INSTRUCTIONAL** speech, where you are explaining how to do something.  
For example: how to play soccer, how to give first aid,
3. a **PERSUASIVE** speech, where you want to convince your audience.  
For example: a candidate for SRC, racism-no way, homework should be banned.
4. 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 are speaking and how long your pauses are):



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