

# 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

# Guide For Grade One Speech Writing

**Lingjun Ying**



## Guide For Grade One Speech Writing:

*Resources in Education* ,1998      **Research in Education** ,1974      **The Volta Review** ,1917      **New Intermediate Manual, a Teachers Guide** Cincinnati Public Schools,1954      A Conference on Manual Training Isabel Chapin Barrows,1891      Teachers' Guide for the Public Schools of Madison ,1874      *Kindergarten and First Grade* ,1923      The Kindergarten and First Grade ,1923      **State Manual of the Courses of Study for the Elementary Schools** Oregon. Office of Superintendent of Public Instruction,1929      **Education for Victory** ,1944      Education for Victory Olga Anna Jones,1944      *Christian Home Educators' Curriculum Manual* Cathy Duffy,1995 The premiere guide for choosing homeschool curriculum For beginners or veterans Cathy helps you wade through the curriculum jungle to choose what s right for each of your children Reviews of hundreds of books games videos computer programs parent helps and much much more for all subjects Learning styles Cathy helps you determine each child s learning style then choose methods and resources that fit each child What your child needs to know what is typically taught at each grade level Which resources allow your children to work independently which work best taught one on one Identifying and dealing with learning disabilities plus a list of consultants for extra help Testing the good and bad of testing different kinds of tests where to get them testing services Addresses phone numbers faxes e mail and web sites for all publishers and distributors How to consolidate your shopping and save shipping costs      Reader's Guide to Periodical Literature Supplement ,1927      Manual of the Public Schools of Ogden City, Utah ,1895      **The High School Journal** ,1919      **Manual of the Courses of Study of the Public Schools** Soldiers Grove (Wis.). Board of Education,1913      **ERIC Educational Documents Index** Educational Resources Information Center (U.S.),1966 A subject author institution index which provides titles and accession numbers to the document and report literature that was announced in the monthly issues of *Resources in education* earlier called *Research in education*      **ERIC Educational Documents Index, 1966-69: Minor descriptors and author index** ,1970      *Instructor's Manual/Test Bank to Accompany Between One and Many* Brydon,2002-12-01      **Manual with Course of Study in Language, Grammar and Composition for the Elementary Schools of Indiana** Indiana. Department of Public Instruction,1926

## **Guide For Grade One Speech Writing** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the energy of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Guide For Grade One Speech Writing**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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