

## STRONG HINTS FOR SPEECH WRITING

1. Your first draft is never, never, never your best.

**No matter how good you think it is.**

2. Write every speech out in full.

**If you don't, how can you possibly edit it?**

3. Edit severely. **Make each word fight for its place.**

The result will be a tightly-written speech.

**Rule of thumb: number of words in any speech =  
'lower time limit in minutes' X 100**

**This will allow time for pauses/ laughter/ etc**

4. Determine to make each speech 5% better than previous best.

Adopt as a motto: **"I will reach beyond my grasp."**

5. **Include stories** .... Tell us the point each makes that links with your theme.

6. Be certain the speech opens so as to grab our attention.

Know 1<sup>st</sup> paragraph by heart. **Question/quotation/statement.**

6. The ending **must link** with the opening/message. It must be **strong and fluent**. If using notes, avoid them during ending.

7. Rehearse your speech very often. In 3 sections. A different section per day.

This avoids the common trap of having only the opening very well embedded. The **Body & Ending are VITAL.**

**8. Get the best mentor you can. When you find a better one, change. Those who are almost World Champions have mentors.**