*Speech Writing Template*

Your speech should include an introduction, a body, and a conclusion.

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| **Introduction:**   * should be short and as interesting as possible * lets your audience know your topic * is best not to begin with, “The topic of my speech is.”   **Possible ways** to **begin** your speech are:  1. Tell a funny story related to your topic.  2. Use a quotation from a famous person or an expert.  3. Begin with a challenging question.  4. Show the importance of your topic by listing surprising facts about it. |
| **Body:**   * contains all the important points that develop the topic * -each main point should be supported by facts, figures, or concrete examples |
| **Conclusion:**   * should be short * should help your audience to remember your main points   **Possible ways** to **end** your speech are:   1. Use a quote from an expert. 2. Tell a short, funny story to highlight your main point. 3. Call on your audience to support your ideas and do something to help promote the idea |