*![C:\Users\Deborah\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G21ZL15X\speech[1].png]()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
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| **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
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