

When speaking in public, it can be hard to remember everything that you want to say or to say it in a way that is both powerful and easy for the audience to understand. Writing, and practicing, a speech is a good way to make sure that your audience gets all the information in a logical, easy to follow format. Below are some suggestions to think about when writing a speech, or preparing for your Youth Venture Selection Panel.

Structuring a Speech

When writing and delivering a speech, it is often helpful to think of the three separate parts of the speech—the beginning, the middle, and the end—and how to keep the audience engaged during each part.

Beginning

- The first 30 seconds are the most crucial to engaging the audience's interest.
- Grab the audience's attention by starting out with a story, quote, or appropriate joke.

Middle

- Your main points should be organized in a logical manner to make it easy for audience members to follow along.
- Make your speech conversational by using words and phrases that you're comfortable with.

End

- Summarize the main points of your speech, placing emphasis on ideas you want the audience to take away with them.
- Choose your final words carefully. Leave audience members with a final thought that encourages them to think further about your topic.

Transitions

Transitions are cues to your audience that you're moving from one thought or point to another. To help your speech flow well, consider using some of the following transition words:

- Furthermore
- In addition
- Therefore
- For example
- In other words
- On the other hand
- Besides
- Even more
- Despite
- Even though
- Regardless
- Either way
- Instead
- Because
- As a result
- For this reason
- With this is mind
- In that case

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