**The Formal Speech**

**Characteristics of a Formal Speech:**

* **To entertain**
* **To inform/explain**
* **To persuade/convince**

**How to Prepare a Formal Speech:**

Preparing a formal speech is a lot like writing an essay.

You need to:

* Select a topic. Make sure that it is narrow enough to properly cover in 5 to 7 minutes
* Gather information and research
* Organize information into an introduction, body, body and conclusion

Use the following questions to help you with your topic:

* What is your Subject? What aspects of the subject will your topic cover?
* What is the purpose of your speech?

Do you want to entertain? Inform? Persuade?

Who is your audience? What language will you use to “speak” to your audience?

How will you create interest and be original?

How can you challenge their thinking about the topic?

* What research will you need to do?

**Parts of a speech:**

The Introduction

* Grab the audience’s attention
* Be clear what subject matter you will be covering in your speech
* Have a clearly stated thesis statement
* The tone of your speech will be evident
* Don’t forget to address your audience
* You can use a question, anecdote, joke, or poem in your introduction to create interest.
* Explain important terms
* If the speech is long, provide a preview of the major points you will cover

**The Body**

You will have a number of body paragraphs. Each paragraph should contain a topic sentence stating the main idea of the paragraph, information and evidence to support both the topic sentence of the paragraph and the thesis statement of the speech. The following is a list of ways one may develop an idea in a body paragraph.

* Examples
* Reasons
* Facts and statistics
* Quotations
* Anecdotes
* Compare/contrast
* Repetition of key words and phrases to emphasize a point

**The Conclusion**

An effective conclusion leaves the audience with a clear, strong message. Your conclusion should restate the thesis, and summarize and emphasize the main idea of the speech.

You might include a quotation or a short anecdote that helps to reinforce the main idea.

You might consider referring to a current event to emphasize the relevance of your ideas.

If you are presenting a persuasive speech, you should include appeal to the audience to take some action.

**Preparing to Present Your Speech**

Practice is the key to a successful speech. Practice aloud.

Emphasize topic sentences, anecdotes, and quotations because they are key to your main ideas.

PRACTICE, PRACTICE, PRACTICE!!!