

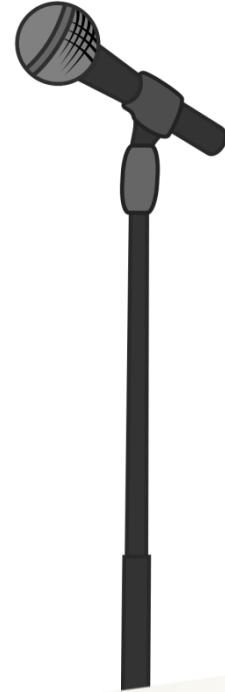
# Speakers Training

## Step-by-Step Guide to Writing a Speech

# Pick a topic

Pick a topic that is of interest to you, that you understand well and that you are excited about!

- Special Events
- How to join Special Olympics
- Benefits of Special Olympics
- Competitions
- Accomplishments
- Fundraisers

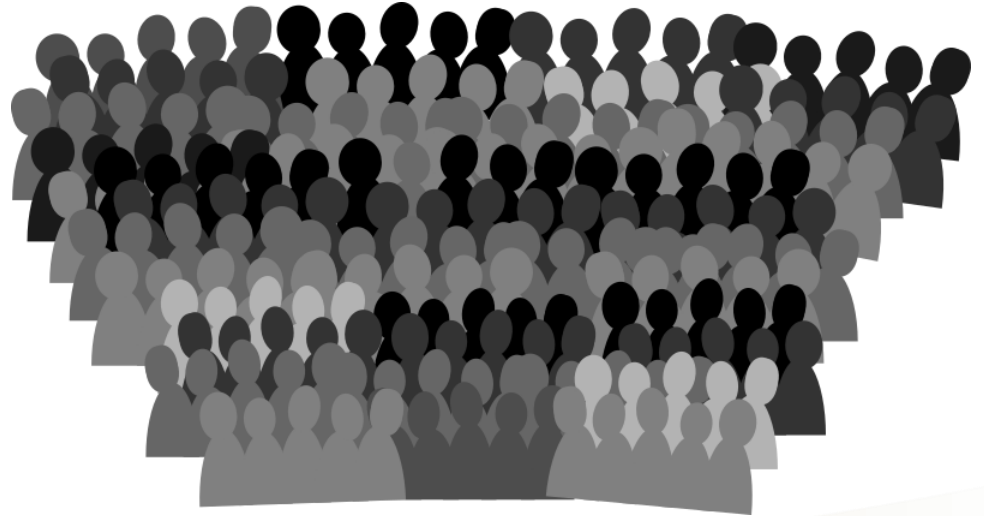


# Who is your audience

You must consider who you will be speaking to.

Your audience could include:

- Volunteers
- Donors
- Parents
- General Public
- Current Athletes
- Potential Athletes
- Teachers/Employers
- Torch Run Members



# What do you want to tell your audience?

Do you want to...

- Entertain your audience
- Teach your audience about your sport
- Help others learn about Special Olympics
- Teach your audience about an upcoming event
- Get your audience to help



# How long should your speech be?

Ask whoever is organizing the event how long your speech should be so that you will be prepared with enough information to fill that period of time.



# Collect information

Research the information you will need for your speech and create point-form notes about what you want to say during your speech.

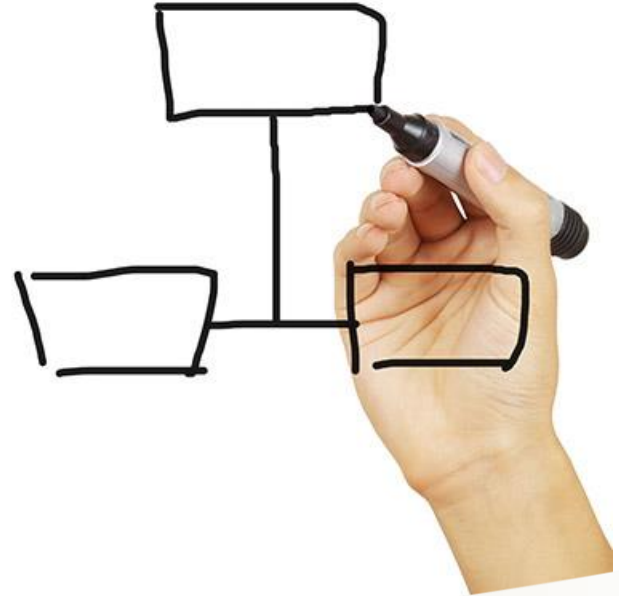
- SOO Website
- Provincial Staff
- Internet
- Volunteers
- Community Council
- Athletes



# Organize your speech

All speeches have three parts to it:

- The Opening
- The Body
- The Conclusion



# The Opening

The beginning of your speech should grab your audience's attention, make them want to listen to what you have to say and it should acknowledge your audience.

“Good morning/afternoon/evening ladies and gentlemen. My name is \_\_\_\_\_ and I will be talking to you about \_\_\_\_\_.”

“Fellow athletes, family, and friends I am happy to be here today to speak to you about \_\_\_\_\_.”



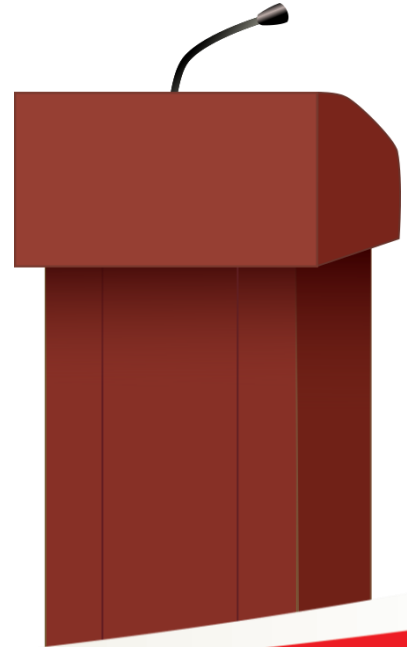


# The Body

This is the main part of your speech. The body of the speech should have 3-5 main points depending on the length of your speech. After you say each point you should talk about it in a little more detail.

It's good to share personal stories in your speech!

- Your personal stories will be interesting to your audience
- Telling about an experience will make giving the speech more fun for you and your audience
- It's easier to remember a personal story than facts



# The Conclusion

You can end your speech the following ways:

- By repeating the main points of your speech
- By challenging your audience to do something
- Quotations, pictures or saying that are related to what you just talked about
- Questions to the audience that make them think about what you just told them



**Let's write some speeches!**