



Rozy Rana's SPEECH GUIDE

"WRITING A SPEECH IS A PROCESS"

1

topic

CLARIFYING YOUR TOPIC

First and foremost – you must have a topic and a reason to speak - what is your why? What do you want your audience to know, to feel or what action do you want them to take as a result of listening to your speech? Write out your specific purpose in a single succinct sentence

2

levels

CHOOSING A THEME

The 2nd level to your speech is theme. All your speeches should revolve around one specific theme. It should appear in your introduction, colour the body, and leave a memorable taste in your listeners mouth as you conclude.

3

points

ORGANIZING INFORMATION

The best 5-7 minute informative speeches have three points, with corresponding supporting material. 3 is the sweet spot, not too few and not too many to allow your audience to gain value and remember.

4

tests

IS YOUR SPEECH READY?

1. Have you written it down?
2. Does it have a powerful opening?
3. Are your 3 points supported with anecdotes, analogies, and/or illustrations?
4. Do you have a memorable close?

Your first draft is just the beginning. Keep refining it

5

steps

HONING SPEAKING SKILLS

1. Get a mentor to help you refine your speech.
2. Record yourself and evaluate the playback.
3. Let your family evaluate you !
4. Schedule your presentation with your VPE.
5. Find opportunities to speak at other clubs.

100

times

WINNING SPEECH CONTESTS

Congratulations on winning the speech at your club. To keep winning as you advance to Area Division, District, Region and World, practice, refine, practice, refine, practice refine - 100 times is not enough!

