**Writer’s Workshop – Preparing Your Speech Nov 28, 2017**

1. Start with your Cluster or word web.

2. Narrow your ideas down and put them in a logical order

 -make an outline

 -Figure out your topic sentence

 -make three key points

 -Figure out your clincher – sometimes this can be a surprise, sometimes it is just a summary

 ***\*This is your rough draft\****

3. Write out your speech – double space it so you can make changes or additions

4. Type up a good clean copy, double-spaced

 -practice reading it aloud and timing it

 -highlight, underline, color code words to help you remember key points, things you want to emphasize, where you want to make pauses.

 -practice, practice, practice!

 ***\*should be 2 – 3 minutes long\****

5. Make a cue card with notes you will use to deliver your speech. You can color code this as well.

**Things to watch for as you practice:**

 a) Voice loudness and variety of tone

 b) Speed – we tend to speed up when we are nervous. Pauses can be effective. Practice where to put them in your speech.

 c) Diction – this is your clarity (not mumbling), your enunciation

 d) Gestures – are they natural? Are you going to walk around or move?

***\*Rule of thumb for speeches\****

***On average, it takes 1 hour of preparation for every minute of your speech***