

Speech Structure Ideas and Template

Opening, Intro, Body and Conclusion

Timing – 3 mins

Top tip, a *rough* estimate:

Opening 30 seconds, Body 2 minutes, Conclusion 30 seconds

OPENING – catches attention and leads into speech topic

- **Use a rhetorical question:** (one that is asked to cause an effect rather than expecting an answer) or
- **Use a quotation** that relates to your topic, or
- **Ask a question:** ‘Raise your hand if you like xxxxxxxxx’

Provide a BRIEF INTRODUCTION to your topic

BODY – simple plan – three points relating to your topic. Easy for the speaker and the audience to remember the content.

For example:

- Introduce fact 1 and support with information
- Introduce fact 2 and support with information
- Introduce fact 3 and support with information

CONCLUSION – there are a number of different ways of concluding:

Give a summary of your speech

OR

**a return and reference to your original rhetorical or general question, or
your quotation**

AND/OR a call to action

Remember to give your speech a title!

Now try it yourself.....

Speech Title:.....

OPENING – catches attention and leads into speech topic

Brief introduction to your topic

BODY – a simple plan – use the power of three

1.

2.

3.

CONCLUSION – a summary, return to opening comments, or a call to action