

Teacher
Speech # _____

Your Name #
Date of speech

Speech Title in BOLD

This is a sample format of how your speech should be typed up. Your typed speech must have a proper heading like the one shown above. The font you use must be Times New Roman, size 12. Your title must be **bolded**. Your speech must be double-spaced.

Please make sure to organize your written work and create paragraphs with key ideas. You must indent at the beginning of each paragraph. Remember to revise your speech and have at least one person read and revise your written work. This person can be a parent, sibling, tutor, or a classmate.

Rehearsing and practicing at home will help you present a strong speech. Practice in front of a mirror or someone who is at home. Remember to use gestures and expressions. Having a straight posture will also show that you are confident while presenting your speech. Remember to project your voice and speak clearly.

You do not have to memorize your entire speech, but you should know your speech well enough to make good eye contact with your audience. Remember to bring your note cards on the day of your speech. You may glance at your note cards for help during your presentation.

My goal is to help you become a strong, confident public speaker. I expect you to become a better oral presenter with each speech that you prepare and present during the year.

I hope this sample format helps you when you type your speech!