

You've been tasked with giving a speech. Are you excited? Are you feeling nervous? You want to come up with a great speech, and wow the audience. The first step is to create an outline for your speech and break it down into main points. Research other people's speeches on topics that are related to yours; study these speeches, and take note of what worked well and what didn't work well. Always remember that it is better to be brief than to ramble on about something that has little or nothing to do with the context of your presentation; also keep in mind how many people will be listening as this can affect your word choice as well as how much time should be devoted to each point. You can begin your speech by thanking the audience and letting them know why they were invited to this occasion. Speak about the topic and make sure to be specific and to give examples for each point; try to include as much personal insight as possible. Remember to breathe, pause, and take a moment before you move on; it is okay if you forget an important detail or two as long as you end with a strong finish. No matter what speech you're giving, there are certain things that should not be forgotten: Be enthusiastic; be committed; do your research; practice beforehand; avoid gossip and negative banter; be concise yet clear; tell a compelling story with a beginning, middle and end in your presentation or speech. Always remember to thank your audience at the end of your speech. You can start this by saying "I want to thank you for inviting me" or "I would like to thank you for coming here today". Your audience will be grateful for this gesture, and will appreciate it greatly.

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