*Every speech should be written and formatted the way the speaker is comfortable with. Personalize the speech. Make it tell a story. Make it flow as though the person talking is having a conversation, not just reading bullet points.*

*Speeches should be structured with a strong introduction, middle and closing.*

*Formatting Tips:*

* *Use an easy-to-red typeface and a large type size, such as 24 (depending on the typeface)*
* *Use a minimum spacing of 1.5.*
* *Use headers in various areas, so the speaker knows what topic they are moving into.*
* *Use bullet points for speech copy.*
* *Use page numbers on all pages.*

*Notes:*

* *Speeches are not necessarily written in AP Style. Numbers lower than 10 are not spelled out; they are written numerically, as they are easier for the speaker to see when reading.*
* *Some speakers may prefer that speeches be written in all capital letters. Adhere to the speaker’s preference.*
* ***Template prompts in italics are for instructional purposes and should be deleted.***

Title of Speech or Name of Event

Date

*Include the day of the week and the full date (e.g., Monday, Aug. 5, 2019)*

*Insert your own headers.*

Introduction and acknowledgements

* Thank you -- Mr. Chairman -- for that very kind introduction.
* And -- thank you all -- for being here this afternoon!

*Use hyphens in the middle of sentences, instead of commas; it’s easier for the speaker to see when reading fast.*

A little bit about [speaker]

* Since this may be the 1st time I’ve met many of you -- let me tell you a little bit about myself -- and why I am so excited to be here.
* <Insert more background information here>

Highlights

* We have a lot to be thankful for -- and -- a lot of successes to highlight. ☺

*Emoticons are good; they will help tell the speaker know how they should react.*

* <Insert highlights here>

Closing Remarks

* Thank you, again, for your continued support. And -- thank you for inviting me -- to be with you today.
* Goodnight and God bless.

Notes:

Will be introduced by Sen. John Smith.

About 100 people expected.

Will be a podium and microphone.

*Notes at the end of the speech are placed here purposefully, so that the speaker sees quick and general information of what to expect.*