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## How to write a speech for 4th grade class president

Speechwriting for any political figure requires not only good writing skills, but also a solid understanding of current political issues along with a high level of insight about the goals and goals that the politician wants to communicate to his constituents. When writing a speech for a senator, thorough knowledge of national and state concerns is often the starting point for a great speech. Starting with an end of thought in terms of structure, information to be shared and the desired result is also crucial. Before you start writing, start by interviewing the senator or a senator's staffer about the purpose of the speech and the key points that need to be included. You should also ask how many minutes the senator will be expected to speak. Collect and review all information available about the audience and the event where the speech will be given. The type of event will help determine the tone of the speech. If available, review previous speeches given by the senator before you start writing. Once you have a solid understanding of the subject, the public and the senator's views, start writing the speech. Start with a welcome statement and accolades of the specific people who organized the event. Endorsements should include the names of those who invited the senator to give a speech and other special guests invited by event coordinators. Add humor to your speech with a cheerful anecdote to evoke laughter. If the occasion requires a more serious tone, you can also begin with a quote or statistical information that relates to the general topic of the speech. Abandon the purpose of the speech which may also be a framework for a particular issue that the speech will address. Use real-life facts and examples to paint a supporting image of the problem or issue. Once the issue is identified, clearly state the senator's proposed solution. This part is the highlight of the speech. It is important to say important messages in a concise way. Again, use stories or anecdotes to paint a specific picture of the solution. The last part of the speech before closing should be a call to action that focuses on the solution. This is something the senator wants the public to support. A powerful call to action should be a specific appeal such as voting to re-elect the senator or vote in a certain way on a particular policy. The action conversation should express determination, optimism and hope. End the speech that summarizes the key points that include, the problem, the solution, and the call to action. Thank the public for their time and their willingness to support. Tip A good speech for a senator may require several drafts with edits from the senator or his aide. When writing a speech, it is not necessary to use formal English. A speech will be spoken, and there is often a less formal than the written word. Practice saying the speech out loud to determine the exact length. Warnings Do not write a speech without having an understanding of the public, event and the senator's views on the issues being addressed. Doing so can have an unfavorable result from the public and paint the senator who lacks knowledge. Writing a short speech is often much harder than writing a long one. Because you only have a small amount of time, it can feel like a lot of pressure to deliver important information. Writing a five-minute speech doesn't have to be a complex task. Even if you're asked to speak at the last minute, you can quickly sketch your speech in your head by relying on some important speech writing techniques. In business, there are many situations where you may be asked to give a five-minute speech. Some situations where you may need to give a short speech include: Introducing a new employee to employees Talking to employees about important business updates Motivating employees before an important event Giving investors important business updates Pitching services to customers and prospects Regardless of what your five-minute speech is on, it's important to take the time to carefully create what you're going to say. You don't want to go off-topic and risk wasting your allotted time talking about something that's not relevant to your audience. A simple outline can make a 5-minute speech about something more effective. Start the outline by creating minute-long portions of the speech. The middle three minutes are reserved for the key points you want to make in your speech. For example, if you talk to employees about company updates, you can use those three minutes to talk about sales numbers, organization updates, and new quotes. The last minute of your speech is to summarize the main point of the message. If there's only one thing the audience takes away from your speech, what should it be? That's what you want to focus on at the last minute. For example, you can close by talking about how proud you are of your employees and recognizing the hard work they've put in. The first minute of your speech is reserved for the introduction. It's often easier to write this section last after you've written the rest of the speech because you have a good idea of the topics you're going to touch. Many strong speeches start their speeches with a question or a personal story because it helps make everyone feel at ease. For example, ask your employees if they have a favorite moment from the last quarter and share your favorite moment. The key to writing a great five-minute speech is to cut out unnecessary information. Use the time you have wisely by simply focusing on the subject at hand. Resist the urge to go on pliers that do not directly relate to your subject. For example, when updating the about the progress of the company, don't start talking about the exciting marketing plans you have for the next quarter. Reserve this information for another voice opportunity, as you won't be able to cover everything in the five minutes. Once you've written down your five-minute speech, practice saying it out loud. It's time even to see how long it is. If you go over time, it means you have to cut out some details. If you're well under five minutes, you have the option to add more information. If you get in in five minutes, you'll still cut out some information. It's always best to have about a 30-second buffer in case you spend more time on a part than you planned. When you have just the right amount of content for your speech, mark the key points in each sentence with a highlighter to give you visual cues about your speech. This way, you don't have to read your spoken word for words. You can only focus on the highlighted parts to jog your memory about that part, and then you can extrapolate the rest. This seems much more natural than reading the whole speech. Hello, best man (or woman)! First of all— congratulations, my friend. You've been declared best man. Of course, you have many important responsibilities – the groom's shepherd, alcohol distribution – but there is really only one task that will ensure your proud ascent into the ranks of the very best men: to provide a killer bowl. The best (and worst) Best Man Speech Ever The best man's speech traditionally follows the groom's speech, and there is a chance for you to say some sweet words about your relationship with the couple and wish your best friend well in their new marriage. If the thought of the bromantic PDA has the kneecaps sweating, relax. We found you a coach with many years of experience delivering well-made and heartfelt words to millions of people. Barack Obama didn't respond to our DM, but here's the actual next best thing: his former speechwriter, David Litt. Meet expert David Litt was former President Barack Obama's speechwriter from 2011 to 2016. He is the author of the New York Times bestselling book, Thank You, Obama: My Hopey, Changey White House Years. We tapped A.D.A. to help us create this guide to get started, voicewriting tips and even ideas for your best man speech. Getting all your thoughts and feelings down on paper can be overwhelming, especially if you're not used to sharing those feelings with the guys. Here's a guideline to help you find your flow. 1. Find a theme. Litt recommends finding a unifying idea that connects the whole speech. You're not going to just write a speech from scratch. Start with brainstorming stories. The most important thing is that what you're looking for is the theme that comes out of these anecdotes, he says. Confused about the concept of a topic? Speaking, the best way to think about your theme is: Afterwards, if people only remember one thing, what's the one thing? he says. When you find it, the rest should flow easily. 2. Build a framework. The best way to organize your thoughts is to make a blueprint of the key points you want to hit first, sort of like a toast skeleton. Once you've created the roadmap, you can fill it in with relevant details and memories while making sure you stay on point. Also think about it in terms of ideas. You can come in one or two short anecdotes, maybe three, and a big idea. If they're good, you don't need any more. Instead of thinking like a speaker, put yourself in the shoes of someone in the audience. Think about what they're looking for instead of what you want to do. Focus on the newlyweds. Most best men will include a story or two about their friendship with the groom, but don't center the whole speech on it. Remember, the relationship that you celebrate is the one between the two people getting married. You give the speech because you can shine a unique light on that relationship. If the relationship you really give the speech about is the one between you and the groom, you are there; things are embarrassing, advises Little. 4. Share your feelings. Try to make sure you deliver something more meaningful than just joke after joke. Generally speaking, men think of the best man's speech as a funny speech to give because we are very uncomfortable sharing how we actually feel. But what makes a good best man's speech is the part where someone shares how they feel. Humour is just the icing on the cake, says Litt. The newlyweds chose you to talk because you have something remarkable to add to their big day. Embrace your personal insight into their bond and don't try to dilute it by just being funny. Here are David Litt's top tips for writing and delivering your best man toast. 1. Rate the audience. You can't nail a speech if you have no idea who to tailor the content to. Feel free to ask in advance. When I wrote speeches for the president, we had a point of contact where the speech happened to say who is really in the audience. You can do a smaller version of it. Your poc is probably your friend getting married. But the beauty of giving a best man's speech is that it is ideally both specific to you and universal for the couple, litt says. They should feel like they know you a little bit, and they know the couple very well after you're done. 2. Relax. I'd say almost never start talking about how nervous you are. I'd also say just relax. It's hard to ask someone to do, but to put it differently: Remember, you don't put on a show, says Litt. You're just talking about your best friend and the love of your life, people with whom you have probably spent a lot of time. In the end, it should just float and come out easily. Little suggests imagining that you're just telling a story to a group of friends because really you are. 3. Stay true to yourself. Stick to who you are and how you would normally shop around your friends; you don't have to adopt a character just because you're giving a speech. You're not acting. You're there because you know someone and care about them, and you share it with a bunch of other people. Even a great best man speech is not meant to steal the show. If anyone says: That speech was nice, but almost forgetful because we were so focused on the bride and groom, it's a victory. You don't have to be the star, advises Little. 4. Do not rely solely on humor. While some jokes sprinkled in can be a great tool to loosen up the crowd, don't make these meats of toast-especially if comedy doesn't come naturally to you. Let me put it this way - there's such a thing as too many bad jokes, and that number is about one. The more you treat it like an open mic night, the less happy everyone involved will be. You don't have to go in and think, 'How will I be invited back next week?' explains Litt. 5. Keep things positive. Even if you think it's well-meaning, don't turn toast into a roast or make jokes at the bride and groom's expense. I've seen best man speeches where someone thinks, 'Oh, my job is to roast the groom.' Unless the groom and bride specifically told you that it's your job, it's not your job. The way to think about jokes is that you don't want people to laugh at the groom or at the couple. You want people to laugh because they suddenly know the groom better than they did before, litt says. 6. Do not raise the newlyweds. Little underscores that his former boss (ahem, former President Obama) really liked to tell other people's stories of talking engagements, and this ultimately strengthened his message. He adds: His speeches are not really about him. They're about other people. And even if you don't have Obama's oratorical gifts, you can still follow this example: Focus on telling other people's story and making someone else look good, and of course you're going to look good in the process. 7. Make sure it fits. My general rule for wedding speeches is: If you have to ask yourself, 'Is this appropriate?' it's not. And if you're the kind of person who doesn't know, ask a friend. If they give you that slightly startled look, listen to that look, explains Litt. Keep in mind that audiences will include guests in different generations and cultures and include people like your friend's grandparents, boss and colleagues. Refrain from mentioning anything that you don't want your grandmother or boss to know. 8. Get a different opinion. you're going to deliver this toast in front of an audience (as if you could forget, right?). So it doesn't hurt to get any feedback on what you're planning to say. If you're the kind of person who has a track record of going a little too far with your surprises, you should be self-conscious enough to run this by a third party - maybe another close friend or a friend of the bride, litt says. Honestly, at the end of the day, you want to make sure the groom is happy with it, but you really want to make sure the bride is happy with it. 9. Practice. The last thing you want to do is stand up and give a speech that you've never said out loud. The best thing to do is practice with a friend. Anyone who gives a big speech practices in advance. If you have already received good feedback from field testing your remarks with a smaller group, then you come out on your wedding day comfortably knowing that you have a good speech. It's that uncertainty that can be scary when you're up there talking, litt says. 10. Keep it short. Let's be realistic: super-long wedding toasts annoy guests. I've never been to a wedding where someone said, 'It was a great wedding, but the best man's speech was just too short and it ruined it.' I would say five minutes is absolute maximum. Three minutes is fine. There is no doubt that if you read this, you have sat through a speech that was too long. But when you start writing a speech, you almost never think, 'Is this going to be too long?' explains Litt. 11. Limit your drinks. Don't embarrass yourself by sipping through your toast. Being a drink in works for some people, but being more than a drink in is never a good idea. At that moment when you said, do you know what I need? Another couple of shots.' It's never what you need, advises Litt. We asked Little if he had heard any standout best man speeches that immediately came to mind and he was happy to share a particular favorite. His words below: I was only at a wedding where the best man gave one of the best best best best-performing speeches I've ever heard. The premise was that the groom was governed by something called 'Andy's law', which is, as the best man explained, the opposite of Murphy's law. So instead of everything that could go wrong will go wrong, the best man went through all these different examples where things had just completely played out in the groom's favor somewhat unexpectedly. Then the end of the speech was about how the ultimate example of Andy's law was to find Liz, his now-wife. It was very funny, but also in the end it was very sweet. Still need some inspiration to help tore up these speech-writing engines? Try incorporating some of these quotes into your own toast. Toast.

