



Project Checklist

Writing a Speech With Purpose

Purpose: The purpose of this project is to learn or review basic methods for writing a speech with a defined purpose and to present a well-organized speech on any topic.

Overview: Select a topic that appeals to you. It can be anything. Be sure your topic is narrow enough to be an effective 5- to 7-minute speech.

Clearly define your topic and consider your goal for your speech. Before you organize your speech, identify and express your purpose in a single sentence. Practice your speech and refine its organization. Present your speech at a club meeting.

Your speech can be persuasive, humorous, informational, or crafted in any style that appeals to you and supports your speech content.

This project includes:

- ▶ Defining a general purpose and a specific purpose.
- ▶ The Topic and Purpose Worksheet.
- ▶ The Speech Outline Worksheet.
- ▶ A 5- to 7-minute speech.

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Select a topic for your speech that is narrow enough to cover in your speaking time. For example, the topic of “dogs” is so broad that a 5- to 7-minute speech would appear shallow. Narrowing your topic to “young Golden Retrievers” allows you to develop a speech that will meet a defined, specific purpose.

Complete the Topic and Purpose Worksheet to choose a strong topic and identify your general and specific purposes.

Schedule your speech with the Vice President Education.

Write your speech. Focus on creating strong content that supports your topic and your purpose.

Rehearse your speech.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.