

Speech Writing Cheat Sheet

1. Strong Opening Starters

Choose one that fits your topic.

Question

- "Have you ever wondered why...?"
- "What if I told you...?"
- "Imagine a world where..."

Bold Statement

- "One decision can change a lifetime."
- "The greatest challenge of our generation is..."
- "Today, I'm here to challenge a common belief."

Quote

- "As [person] once said, '...'"
- "There's a saying that..."
- "A famous quote reminds us that..."

Story

- "A few years ago..."
- "Picture this..."
- "Last week, I witnessed something that..."

Statistic

- "Every day, thousands of..."
 - "Research shows that..."
 - "Did you know that...?"
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2. Introducing Your Topic

- Today, I'd like to talk about...
 - I'm here to discuss...
 - The purpose of my speech is...
 - This issue affects all of us because...
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3. Transition Words

Adding Ideas

- Furthermore
- Moreover
- In addition
- Also
- Not only that

Showing Order

- Firstly
- Secondly
- Next
- Finally
- Lastly

Giving Examples

- For example
- For instance
- Such as
- To illustrate

Comparing

- Similarly
- Likewise
- In the same way

Contrasting

- However
- On the other hand
- Although
- Nevertheless
- In contrast

Showing Cause & Effect

- Therefore
- As a result
- Consequently
- Because of this

Concluding

- In conclusion
- To sum up
- Ultimately
- Overall

4. Persuasive Language

- It is essential that...
 - We cannot ignore...
 - There is no doubt that...
 - We all have a responsibility to...
 - It's time to...
 - Together, we can...
 - The evidence clearly shows...
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5. Useful Quote Starters

- As ____ once said...
 - In the words of...
 - A famous proverb states...
 - This quote reminds us that...
 - These words are still relevant today because...
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6. Explaining Evidence

- This demonstrates that...
 - This suggests...
 - This highlights...
 - This proves...
 - This illustrates...
 - Therefore, we can conclude...
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7. Emphasising Important Points

- Most importantly...
 - Above all...
 - Without question...
 - It is worth remembering that...
 - We must never forget...
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8. Audience Engagement

- Think about...
 - Imagine if...
 - Raise your hand if...
 - Consider this...
 - Let me ask you something...
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9. Powerful Conclusion Starters

- In conclusion...
 - As I've shown today...
 - To leave you with one final thought...
 - The choice is ours...
 - Remember this...
 - Thank you.
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10. Famous Quotes to Use

Success

"Success is not final, failure is not fatal: it is the courage to continue that counts."

Education

"Education is the most powerful weapon which you can use to change the world."

Leadership

"Be the change that you wish to see in the world."

Perseverance

"It always seems impossible until it's done."

Opportunity

"The future belongs to those who believe in the beauty of their dreams."

11. Persuasive Techniques

- **Rhetorical question:** "What kind of future do we want?"
 - **Rule of three:** "Stronger, smarter, safer."
 - **Repetition:** "We can do better. We must do better."
 - **Emotive language:** inspires feelings.
 - **Facts and statistics:** builds credibility.
 - **Personal story:** creates connection.
 - **Direct address:** "You have the power..."
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12. Speech Structure

Opening

- Hook

- Introduce topic
- State purpose

Body

- Point
- Evidence
- Explanation
- Example
- Link to next point

Conclusion

- Summarise key points
- Reinforce your message
- End with a memorable quote, challenge, or call to action.

SAMPLE SPEECH

Why Everyone Should Read Every Day

Good morning teachers and fellow students.

Imagine having the power to travel anywhere in the world, visit the past or the future, solve mysteries, meet incredible people, and learn amazing facts—all without leaving your chair. That power already exists, and it's found in books. Today, I would like to convince you that reading every day is one of the best habits anyone can develop.

Firstly, reading helps us become better learners. Every time we open a book, we discover something new. We learn new words, improve our spelling, strengthen our grammar, and develop our understanding of the world. These skills don't just help us in English—they also help us in subjects like Science, History, Geography, and even Maths, where understanding questions is just as important as solving them.

Secondly, reading builds our imagination. When we read a story, our brains create pictures, voices, and places that are unique to us. We don't just watch the adventure—we become part of it. We can explore magical kingdoms, dive to the bottom of the ocean, climb the highest mountains, or travel through space. Reading allows us to experience adventures that would be impossible in real life.

Another important reason to read is that it helps us understand other people. Books introduce us to characters from different cultures, backgrounds, and experiences. As we follow their journeys, we begin to understand their feelings, challenges, and dreams. This helps us become kinder, more thoughtful, and more understanding of the people around us.

Reading is also good for our wellbeing. Many of us spend hours looking at screens every day. While technology can be useful and entertaining, taking a break to read a book gives our minds a chance to slow down. Reading can reduce stress, improve concentration, and provide a peaceful escape after a busy day at school.

Some people might argue that reading is boring or takes too much time. However, you don't have to read for hours. Even reading for just 20 minutes each day can make a difference. Those 20 minutes soon add up to hundreds of hours each year. Imagine how many stories you could enjoy, how many facts you could learn, and how much your reading skills could improve over that time.

Think about some of the world's greatest inventors, scientists, leaders, and athletes. Many of them are passionate readers because they know that learning never stops. Every book contains ideas that can inspire us, challenge us, or teach us something valuable.

Now imagine if everyone in our school read for just 20 minutes every day. Our vocabulary would grow, our writing would improve, our imaginations would become stronger, and our confidence would increase. Class discussions would be richer, assignments would become easier, and we would all become lifelong learners.

In conclusion, reading is much more than a school activity. It helps us learn, strengthens our imagination, teaches us empathy, improves our wellbeing, and prepares us for the future. Every page we read is another step towards becoming more knowledgeable, more creative, and more confident.

So, the next time you have a choice between scrolling on a screen or opening a book, I encourage you to choose the book. You never know where it might take you.

Thank you.

CLASSWORK SPEECH

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