

Speech Writing Workshop

This 16-hour workshop teaches participants the thinking process behind writing speeches, as well as tips and techniques for writing for the ear. Participants bring their own on-the-job speech manuscripts to class for immediate application of the principles learned.

Key Objectives

- Reduce speech writing time with the appropriate thinking process
- Interview quickly and thoroughly
- Improve clarity
- Organize details and data
- Draft dynamic openings and closes
- Write authoritatively and persuasively
- Select an appropriate style, length, and voice
- Select and design effective audio and visual support

Who Should Attend

Anyone who drafts and/or delivers speeches from written texts

Materials/Texts

Participants will receive the texts *E-Writing: 21st-Century Tools for Effective Communication*; *Speak with Confidence!: Powerful Presentations That Inform, Inspire, and Persuade*; and *Executive's Portfolio of Model Speeches*. (These texts have been written by Dianna Booher and are published by Simon & Schuster/Pocket Books, McGraw-Hill, and Facts on File). Consultant-provided handouts and the participants' own samples will serve as class exercises.

Class Size

Up to 15 participants