WRITING YOUR SPEECH USING THE WRITING PROCESS
                                                    (suggestions from Vivian Casil, 1/08)

Use the following format to guide you in writing your speech:

Prewriting:

Decide on a topic.
Read the research material on your selected topic.
Take notes.
If you have any questions on the research material, call me or the church office.

Drafting:

Put the information you researched in your own words.
Write sentences and paragraphs, even if they are not perfect.
Read what you have written and judge if it says what you mean.
Show it and read it to your parents/mentor and ask for their suggestions/opinions.

Revising Your Speech:
                                    Reread what you have written:

1. Did you stay with the main idea of the subject?
2. Did you organize your material so that the audience can follow and understand the information:
3. Did you include appropriate facts and details?
4. Did you leave out material that doesn't belong or isn't important?
5. Did you replace overused or unclear words (use a thesaurus)?
6. Did you rearrange words or sentences to make the speech more interesting?
7. (ie. Combine 2 short sentences into one grammatically correct sentence; break down a long sentence into 2 shorter sentences)
8. Did you write different beginnings to your sentences? (If all your sentences begin the same way, change them by adding introductory phrases or rearrange the words within a sentence)
9. Did you use vivid words? (not "is, am, are, was, were")
10. Did you relate a true story or anecdote, make an important personal statement about the topic, compare to the present times, or state your personal feeling about the topic by asking a question?
11. Did you write a good ending?
12. Did you read your writing aloud to make sure it flows smoothly?
13. Did you write a speech and NOT a research paper?
Proofreading:

Make sure all sentences are complete.
Correct spelling, capitalization and punctuation.
Type up your speech, double spaced.
Give it to Mrs. Casil who will proofread it with the priest.

Vivian Casil
Phone Number