Cheat Sheet for Writing a Speech!

I. Pick your topic
   a. Brainstorm
   b. Research for topics
   c. Analyze your audience
   d. Narrow your topic

II. Research, Research, Research!

III. ORGANIZE!
   a. Organize your body
   b. Organize your introduction
   c. Organize your conclusion
   d. Organize your note cards

IV. PRACTICE, PRACTICE, PRACTICE!!!!