

How to Write a Speech (Class 13 – Abitur)

What is a Speech?

A **speech** is a spoken text written for a specific audience. Its purpose can be to **inform, persuade, motivate, or inspire** listeners.

Unlike an essay, a speech should:

- directly address the audience
- sound natural when spoken
- create an emotional connection
- use rhetorical devices

Structure of a Speech

1. Opening / Introduction

Purpose: Grab the audience's attention and introduce the topic.

Include:

- greeting/address to the audience
- hook (question, surprising fact, quotation, personal story)
- introduce the topic

Example:

Dear students, teachers, and guests,

Have you ever wondered what kind of world we will live in ten years from now? Today, I would like to talk about the role young people can play in creating a better future.

2. Main Body

Organise your ideas into clear paragraphs.

Paragraph 1: Explain the Issue

Explain:

- What is the problem?
- Why is it important?

Example:

Climate change is no longer a distant threat. It is already affecting communities around the world through rising temperatures and extreme weather events.

Paragraph 2: Present Arguments / Ideas

Develop your points using:

PEEL:

P – Point

Main idea

E – Explain

Explain the idea

E – Example

Give evidence/example

L – Link

Connect to your message

Example:

Young people have the ability to influence society. Through social movements and digital platforms, they can raise awareness and encourage others to take action.

Paragraph 3: Persuade and Motivate

A speech should create a reaction.

Use:

- emotional appeal
- call to action
- personal connection

Example:

The future is not something that simply happens to us. It is something we create through the choices we make today.

3. Conclusion

End with:

- summary of your message
- strong final statement
- call to action

Example:

So, let us not wait for others to solve these problems. Let us take responsibility, make our voices heard, and become the change we want to see.

Language Features of a Good Speech

1. Direct Address

Speak to the audience:

- Dear friends,
- Ladies and gentlemen,
- We all know that...
- You may ask yourself...

2. Rhetorical Questions

Questions that make people think.

Example:

What kind of future do we want to leave for the next generation?

3. Repetition

Repeat important ideas for emphasis.

Example:

We need courage. We need commitment. We need change.

4. Inclusive Language

Create connection:

- we
- our
- together
- all of us

Example:

Together, we can make a difference.

5. Emotional Language

Use words that influence feelings:

- hope
- responsibility
- future
- opportunity
- challenge

Useful Speech Expressions

Opening:

- Today, I would like to talk about...
- I would like to draw your attention to...
- Let me begin by asking you...

Giving arguments:

- First of all...
- Another important point is...
- We must not forget that...

Emphasising:

- It is important to remember that...
- The reality is that...
- There is no doubt that...

Call to action:

- It is time for us to...
- Let us work together to...
- The choice is in our hands.

Closing:

- Thank you for listening.
- I hope you will consider my message.
- Together, we can...

Speech Checklist

- ✓ Clear introduction and greeting
- ✓ Audience addressed directly
- ✓ Strong opening hook
- ✓ Logical structure
- ✓ Persuasive arguments

- ✓ Examples included
- ✓ Rhetorical devices used
- ✓ Strong conclusion with a call to action
- ✓ Appropriate spoken style

Length (Class 13 level): 500–700 words