



## Social Speech Basics

Use the following tips to create effective social speeches. For additional detailed guidance and examples, conduct online research.

### Toast

- ▶ Prepare an opening, body, and conclusion, just as you would with a longer speech.
- ▶ Make sure the mood and language of the speech fit the occasion.
- ▶ Be sensitive to your audience and to the occasion. Avoid embarrassing anyone.
- ▶ Be sincere.
- ▶ Avoid clichés.
- ▶ Use vocal variety.

### Disruptions to a Plan

- ▶ Include the following three components:
  - Gratitude: Thank one or two people who played a major role in your achievement.
  - Recognition: Recognize the organization giving you the award and express your appreciation.
  - Sincerity: Give an honest and unexaggerated expression of gratitude.
- ▶ Speak with modesty and dignity, refraining from statements like “I really don’t deserve this” and “I’ve wanted this for so long!”

### Speech in Praise of an Individual or Group

- ▶ Create an opening statement that you are confident you will be able to deliver. If you become emotional when you practice, consider adjusting the sentence.
- ▶ Relate the meaning of the individual’s life to the lives of those in attendance. You can achieve this by:
  - Sharing important stories about the individual’s life.
  - Elaborating on one or two specific attributes that best characterize the individual.
- ▶ Personalize your speech by talking about the individual’s attributes or accomplishments, such as:
  - The qualities that define their legacy.
  - The inspiration received or the lessons learned from the individual.
  - The individual’s place in history.
- ▶ Conclude your speech with a positive statement, anecdote, or quote that fits the occasion and your message.