Speech Assignment
Final Draft and Works Cited

Directions:

1. Read all of these directions before beginning this assignment.
2. In your Speech Notebook, on the next blank page in the assignments section, write “Final Draft”, as the title for the assignment. Write the date in the upper right-hand corner of the page.
3. Read the comments and suggestions from the first draft of your speech and then write your final draft, making corrections, changes, and adding additional information, if necessary. This should be an example of your best mechanics, structure, and organization. Meet with the teacher to answer any questions you may have before writing.
4. Write a “Works Cited” page, for all of your sources. This should be a separate page at the end of your written speech.
5. Re-read what you have written, making any changes or corrections which you may have missed. This should be your BEST work.
6. Mark the date on which you completed this assignment on your work plan.
7. Turn your Speech Notebook into your mailbox as soon as you finish the assignment, but no later than the due date listed on the work plan.