

THE ULTIMATE PUBLIC SPEAKING CHEAT SHEET

189 Scripts, Examples, Templates & Quotes
That You Can Use (Or Just Flat Out Copy)
For Virtually ANY Public Speaking Occasion

Example Fill-In-The-Blank Template

Good _____ (evening/afternoon/morning). My name is _____ (your name).
It's a privilege to welcome you to _____ (event/company name). We are
delighted to have you here at our ___ annual _____. That many of you
have traveled long distances to be here reminds us how important our work is.

On behalf of my team, I sincerely thank all who helped plan and assemble tonight's
event. If not for your immense support, none of this would've been possible.

Our theme this year is _____. Our mission is to _____ while
remaining committed to _____ (elaborate on the cause and who it helps).





THE ULTIMATE PUBLIC SPEAKING CHEAT SHEET

189 Scripts, Examples, Templates & Quotes That
You Can Use (Or Just Flat Out Copy) For Virtually
ANY Public Speaking Occasion

DEVON BROWN

MAGNETIC
MARKETING

THE ULTIMATE PUBLIC SPEAKING CHEAT SHEET

Table of Contents

• Introduction & Overview.....	1
• Motivational Speech.....	2
• Welcome Speech.....	9
• Introducing a Speaker.....	14
• Elevator Pitch.....	19
• Wedding Speeches.....	22
◦ Father of the Bride.....	22
◦ Father of the Groom.....	27
◦ Maid of Honor.....	31
◦ Groom.....	36
◦ Best Man.....	41
• Graduation Speech.....	46
• Acceptance Speech.....	51
• Eulogy/Funeral Speech.....	55
• Storytelling.....	60
• Social Media Posts	
◦ Marketing.....	64
◦ Increasing Engagement.....	65
◦ Promoting Brand Awareness.....	66
◦ Sharing News & Updates.....	67

INTRODUCTION & OVERVIEW

Welcome to The Ultimate Public Speaking Cheat Sheet, an easy-to-use guide to help you craft effective speeches for nearly any occasion. Every word in this book is yours to use as you wish.

Each chapter covers the speech's key components (the speech framework), followed by examples and customizable fill-in-the-blank templates. The examples provide context and a point of reference when customizing the templates. We turned many examples into fill-in-the-blank templates, but you are free to use them for your speech however you please. We've provided a minimum of two fill-in-the-blank templates in each chapter. All you need to do is fill in the blanks with the information that suits your speech.

This book contains speeches for nearly any occasion, including weddings and funerals, and motivational. We've even included chapters on storytelling and social media posts. We hope you find everything you need here for your next speaking engagement.

Thank you for choosing The Ultimate Public Speaking Cheat Sheet.



MOTIVATIONAL SPEECH

A Motivational speech creates an experience that engages the audience, causing them to rethink a concept and incentivizing positive change. In this chapter, you'll find all you need to deliver an influential Motivational Speech.

Key Components (Speech Framework):

- Introduce your theme
 - Examples: Overcoming Adversity, Reaching Goals, and Perseverance
- Illustrate the issue
- Propose the solution
- Encourage the audience to act

Examples:

1. Introduce your theme:

Example: *Have you ever wondered what it would be like if overcoming adversity was easy? What if overcoming adversity could happen naturally for you?*

2. Illustrate the issue:

Example: *Every day, people worldwide struggle to overcome adversity. It's challenging and can make you feel defeated, causing you to lose sight of what's important. However, overcoming adversity can also build resilience and strength.*

So how do you manage to overcome adversity without life's disruptions diverting you?

3. Propose the solution (the majority of your content goes here):

Example: First, recognize you are in control of your thoughts. Don't get caught up in negative thinking. Concentrate on what you can control and worry little about what you can't.

Examine your inner self, pinpoint your faults and weaknesses, and learn from them. How you shape your perceptions matters. To overcome adversity, you must practice positive thinking. Replace negative self-talk with encouraging words that will enable confidence. Destructive thinking is a barrier between you and conquering adversity.

Keep in mind: life doesn't happen to you, but it is for you. The sooner you accept that — the sooner you will thrive when challenges arise. Each moment in your life has a valuable lesson. Dwelling on your mistakes will only prevent you from overcoming adversity.

Because life can often feel unmanageable, establish good habits and remain focused on the actions needed to overcome adversity. When struggles occur, evaluate what happened and why. Take responsibility for your mistakes and own your reactions. Develop a plan to prevent it from happening again. Then move on.

4. Encourage the audience to act:

Example: Now, I dare you, the next time obstacles get between you and overcoming adversity — embrace them, own them, learn from them, turn negatives into positives, stand tall and look ahead over the horizon. Immerse yourself in life's every element.

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 General Motivation (Based on the previous example)

Have you ever wondered what it would be like if _____ (theme) was easy?
What if _____ (theme) could happen naturally for you?

Every day, people worldwide struggle to _____ (theme). It's challenging and can make you feel _____ (negative emotion), causing you to lose sight of what's important. However, _____ (theme) can build _____ (a positive change) and _____ (another positive change).

So how do you manage _____ (theme) without life's distractions diverting you?

First, recognize you are in control of your _____ (thoughts/future/behavior, etc.). Don't get caught up in _____ (negative thinking/issues beyond your control, etc.). Concentrate on _____ (the solution/what you can control/your goals or immediate purpose, etc.) and try not to worry about _____ (the problem/the unfixable/past mistakes, etc.).

Examine your inner self, pinpoint your faults and weaknesses, and learn from them. How you shape your perceptions matters. To _____ (theme), you must practice positive thinking. Replace _____ (negative self-talk or emotions/unproductive behavior, etc.) with _____ (encouraging words/calm activities/plans for the future, etc.) that will enable _____ (confidence/hope/mindfulness, etc.). Destructive thinking is a barrier between you and conquering _____ (theme).

Keep in mind: life doesn't happen to you but is for you. The sooner you accept that — the sooner you will thrive when faced with _____
(challenges/opposition/obstacles/deviations, etc.). Each moment in your life has a valuable lesson. Dwelling on your _____ (mistakes/hardships/past, etc.) will only prevent you from _____ (theme).

Because life can often feel _____
(unmanageable/hopeless/impossible/discouraging, etc.), establish good habits and remain focused on the actions needed to _____ (theme).
When struggles occur, evaluate what happened and why. Take responsibility for your _____ (actions/behavior/past, etc.) and own your _____ (mistakes/faults/reactions, etc.). Develop a plan to prevent fumbling with _____ (theme) again. Then move on.

Now, I dare you, the next time obstacles get between you and _____ (theme) — embrace them, own them, learn from them, turn negatives into positives, stand tall and look ahead over the horizon. Immerse yourself in life's every element.



Fill-in-the-Blank Template #2

General Motivation

You know when you attempt to _____ (*theme*), and no matter how hard you try, it seems nothing goes the way you want it to? Wouldn't it be great if you could _____ (*theme*) without all the _____ (*worry/stress/setbacks, etc.*)?

Well, you can, and you don't need to wait to _____ (*theme*). You can start now by _____ (*creating/having, etc.*) a/an _____ (*plan/open mind/positive outlook, etc.*). Right now, outline specific steps in your head for how you will _____ (*handle/manage/address, etc.*) issues preventing you from _____ (*theme*).

I understand it takes more than _____ (*planning/positive thinking/mindset, etc.*) to _____ (*theme*). But building your mental capabilities is the foundation for the _____ (*willpower/strength/enthusiasm, etc.*) to _____ (*persevere/reach new heights/remain resilient, etc.*) and achieve great outcomes.

You won't be able to _____ (*theme*) alone — know that now. So don't be afraid to _____ (*seek support/ask for help/pick up the phone, etc.*) when _____ (*theme*) doesn't happen according to plan. Reaching out can be a game changer. Having someone in your corner can provide valuable perspective and _____ (*motivation/encouragement/assistance, etc.*).

If you _____ (*plan/strategize/prepare for the worst, etc.*), practice discipline, and maintain a growth mindset, _____ (*theme*) will come naturally to you. Will you experience difficult times and be challenged? Yes. But it's how you handle those challenges that define you and decide whether you _____ (*theme*).

Now, it's time to take action. What's one small step you can take today towards achieving _____ (*theme*)? Don't let fear or doubt hold you back. Believe in yourself and your abilities. You are capable of achieving great things, especially when it comes to managing _____ (*theme*).

Bonus: Fill-in-the-Blank Template #3

Motivation in the Workplace

We have come a long way, but we have more work to accomplish. We must _____ *(theme)*. It may often feel as if your hard work is not appreciated. Yet I assure you that your dedication to _____ *(company's name or mission)* is valued.

We see you _____ *(staying late/coming in early/working long hours, etc.)*. Some of you are working _____ *(weekends/past 8 p.m./holidays, etc.)* to get _____ *(reports/projects, or specific tasks, etc.)* completed.

It's not that we must _____ *(theme)* but that we must continue to _____ *(theme)*.

We see you pulling together and working as a team. We see you giving up time with your _____ *(loved ones/family, etc.)* to help _____ *(company's mission)*.

None of this goes unnoticed. Many days may feel _____ *(like an uphill battle/never-ending/impossible to overcome, etc.)*, but we have come a long way. Our progress has paved the way for _____ *(upcoming projects/expansion/broader mission, etc.)*.

Thanks to your ability to _____ *(theme)*, we are succeeding in ways that _____ *(years since company/mission started)* years ago, we never could have imagined.

Together we are achieving great things. The work we do _____ *(changes lives/impacts the community/matters/is important, etc.)*. So tomorrow and the next day, and in the future, if you feel discouraged and exhausted, remember what we have achieved, lean on your team for support, and we will _____ *(theme)*.

Quotes:

“If you can’t fly, then run. If you can’t run, then walk. If you can’t walk, then crawl, but whatever you do, you have to keep moving forward.”

- Martin Luther King, Jr.

“We are what we repeatedly do. Excellence, then, is not an act but a habit.”

- Aristotle

“Don’t let yesterday take up too much of today”

- Will Rogers

“It’s never too late to be what you might have been.”

- George Eliot

“The moment you doubt whether you can fly, you cease forever to be able to do it.”

- J.M. Barrie

“Failure is the condiment that gives success its flavor.”

- Truman Capote



WELCOME SPEECH

Welcome speeches are necessary for nearly every event. Whether a seminar, a company conference, graduation, or a fundraiser, a good welcome speech is key to setting the tone for a great time to come.

Key Components (Speech Framework):

- Introduction
- Show appreciation
- Discuss the theme of the event
- Conclusion

Examples:

1. Introduction:

Example: Good evening, everybody. Welcome to our Team Building Seminar. Thank you for joining us here today. Whether you've been with us for a long time or are new to the company, we welcome you the same. Today marks our third annual seminar, and we are proud to host it here at the Center for the Arts.

2. Show appreciation:

Example: On behalf of my team, I sincerely thank everybody who extended their help to make this event a grand success. If not for your immense support, none of this would've been possible.

3. The event's theme:

Example: You are here today because we need your assistance. Your contributions to our organization will help us grow and scale toward individual and group goals. Each of you is an integral part of our success story. We need you as much as you need us.

This evening, you will learn several initiatives designed to enhance your professional skills, meet like-minded people, and develop a broader support system. If anyone has any further questions after the event, see me in the lobby.

4. Conclusion:

Example: Now for our first guest. He will elaborate on the forthcoming initiatives and core details of ongoing and upcoming projects and contracts. Please, give a warm welcome to Randal Pierce.



Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

Good _____ (*evening/afternoon/morning*). My name is _____ (*your name*). It's a privilege to welcome you to _____ (*event/company name*). We are delighted to have you here at our ___ (*number of years the event has been happening — if applicable*) annual _____ (*the event's name*). That many of you have traveled long distances to be here reminds us how important our work is.

On behalf of my team, I sincerely thank all who helped plan and assemble tonight's event. If not for your immense support, none of this would've been possible.

Our theme this year is _____ (*the event's theme/purpose/cause, etc.*). Our mission is to _____ (*the overall goal of the event or company, its cause*) while remaining committed to _____ (*elaborate on the cause and who it helps*).

Our goal is as pertinent today as it was in _____ (*the year the company/cause/event started*). It's a goal we all share — _____ (*the primary aim of the goal*). _____ (*the company/cause's name*) recognizes the importance of helping _____ (*who it helps*).

In the following ___ (*length of the event*) hours, you will learn more about our _____ (*purpose/mission*) through _____ (*key elements being discussed during the event.*) and gain a better understanding of _____ (*elaborate on the intricacies to be covered on the main issue*). You will also meet many like-minded people and maybe even make some friends.

I want to thank everyone again for coming here today. It's wonderful to see so many of you here. Our next guest will discuss in more detail the _____ (*brief outline of the company/cause's initiatives/goals/mission to be discussed*). Please give a warm welcome to _____ (*the speaker's name*).

Fill-in-the-Blank Template #2

Good _____ *(morning/afternoon/evening)*, everyone. Welcome to the _____ *(conference/event name)*. I'm honored to open this year's event and eagerly anticipate our upcoming discussions, presentations, and networking opportunities.

A big thank you to _____ *(conference/event staff, or name specific people who dedicated long hours to its planning and making)*. Without their hard work and dedication, we wouldn't have such a _____ *(comprehensive/detailed/informative, etc.)* and _____ *(engaging/versatile/diverse, etc.)* _____ *(program/event/training, etc.)*. Each of your efforts is highly valued.

Also, I'm grateful for our _____ *(speakers/panelists, etc.)*, who have traveled from near and far to share their wisdom with us. We are fortunate to have such _____ *(dignified/intelligent/respected, etc.)* persons with us today. I urge you all to take advantage of this opportunity, listen closely, and you will benefit from their words.

I encourage you to meet fellow attendees, exchange ideas, make professional connections, and learn from others' diverse experiences and perspectives.

I hope you will leave this _____ *(conference/event, etc.)* _____ *(inspired/empowered/well-informed, etc.)*. Now that we've recognized this event for the gift it is, let's get started.

Quotes:

“The most important thing in communication is hearing what isn’t said.”

- Peter Drucker

“Strive not to be a success, but rather to be of value”

- Albert Einstein

“If everyone is moving forward together, then success takes care of itself.”

- Henry Ford

“The greatest problem with communication is we don’t listen to understand. We listen to reply. When we listen with curiosity, we don’t listen with the intent to reply. We listen for what’s behind the words.”

- Roy T. Bennett

“The future depends on what we do in the present.”

- Mahatma Gandhi



INTRODUCING A SPEAKER

An introduction speech establishes the upcoming speaker's credibility, energizes the audience, and, most importantly, tells the audience WHY they should pay attention to the upcoming speaker/presenter.

Key Components (Speech Framework):

- Why this subject
- Why this speaker
- Why this audience
- Why now
- Introduce the speaker's name last

Examples:

1. Why this subject:

Example: A quick show of hands — who here believes climate change is the biggest issue we face today? Exactly. Climate change is a complex and pressing issue affecting every curve of the Earth, altering our lives, and threatening our future.

2. Why this speaker:

Example: Few people understand this more than tonight's speaker, an authority in climate science and environmental biology. For many years, she has studied and researched the causes and impacts of climate change. She has dedicated her career to understanding the intricate challenges our planet faces.

Traveling the world, she has shared her knowledge with communities and policymakers, receiving numerous awards and accolades for her work while remaining a leading voice in the fight to protect our planet.

3. Why this audience:

Example: As leaders in your communities, you understand the urgency climate change demands and the critical role you have. You've shown that in coming here today. By sharing our experiences and expertise, we can explore ways to collaborate further and plan methods to achieve a more sustainable planet.

4. Why now:

Example: Our future is as uncertain as the present. From rising sea levels and extreme weather events to fluctuations in the availability of resources and the health of ecosystems, the ramifications of climate change are ubiquitous.

Each of you will leave here with a more evolved understanding of climate change's perilous repercussions and have mitigation measures and potential solutions to its consequences.

5. Introduce the speaker's name:

Example: Now, please welcome to the stage the founder of Mission Green, Sharon Morton.



Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

A quick show of hands — who here believes _____ (speaker's topic) is the _____ (how the topic relates to the audience/public/society)? Exactly. _____ (speaker's topic) is a _____ (adjective) and _____ (adjective) issue affecting _____ (what or whom the speaker's field/topic/theme affects).

Few people understand this more than tonight's speaker, an authority in _____ (the speaker's primary expertise) and _____ (secondary expertise). For many years, she/he has studied and researched _____. She/he has dedicated her/his career to understanding the intricate challenges of _____ (the speaker's topic/mission or a primary subtopic).

She/he has shared her/his knowledge with _____ (who the speaker has taught or collaborated with) and has received _____ (many awards or accolades/much recognition, etc.) while remaining a leading voice in _____ (the speaker's field).

As _____ (leaders/experts/trainees/trainers/interns, etc.) in _____ (field/communities/organization, etc.), you understand the _____ (adjective) role you have. You've shown that in coming here today. By sharing our experiences and expertise, we can explore ways to further collaborate and plan methods to achieve a _____ (a long-term goal related to the event).

Our future is _____ (the company/organization's prospects, e.g., what it might entail and have accomplished five to ten years later). From _____ (an obstacle) and _____ (a second obstacle) to _____ (a third obstacle), the road ahead will be _____ (difficult/rocky/challenging, etc.).

Each of you will leave here with a more evolved understanding of _____ (the speaker's topic) and have _____ (another advantage the guests will leave with).

Now, please welcome to the stage _____ (the speaker's title) _____ (the speaker's name).

Fill-in-the-Blank Template #2

Is it me, or is _____ (the speaker's field of expertise or the event's theme/purpose/mission, etc.) changing the way we _____ (how it changes your lives)? As _____ (professionals/leaders/concerned citizens, etc.) in _____ (field/market/city, etc.), we know the importance of effectively _____ (a common theme related to the audience and the speaker's topic) in order to _____ (address a specific situation related to the common theme that is most are familiar with).

Our speaker tonight is an expert in _____ (the speaker's primary field) with experience in _____ (secondary field/expertise) and a track record of _____ (reinforce the speaker's credibility by sharing his/her consistency in a specific sector of the primary field). She/he has achieved _____ (if applicable, name any awards and accolades that the speaker has received).

Beyond her/his professional accomplishments, our speaker is also _____ (a musician/artist/author, etc.) and is always up-to-date on _____ (current events/politics, etc.).

Because _____ (the speaker's topic/field/common theme) is constantly evolving, it is important that we remain current on _____ (the primary topic related to the speaker's theme/field). By listening to our speaker's insights, we will not only gain valuable knowledge applicable to _____ (the speaker's theme/field), but we will have the opportunity to _____ (a subtopic the speaker will discuss) and _____ (the substance of the subtopic).

Without further ado, please join me in welcoming to the stage, _____ (the speaker's title: if relevant) _____ (the speaker's name).

Quotes:

"It takes a great man to be a good listener."

- Calvin Coolidge

"Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed it is the only thing that ever has."

- Margaret Mead

"You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world."

- Woodrow Wilson

"The word 'listen' contains the same letters as the word 'silent'."

- Alfred Brendel

"Life isn't about finding yourself. Life is about creating yourself."

- George Bernard Shaw



ELEVATOR PITCH SPEECHES

A successful elevator pitch clearly defines a problem or challenge the listener has and promotes a solution you have: a product, a business plan, or you. Solutions come in many forms, and here you will find a solution to creating your next Elevator Pitch.

Key Components (Speech Framework):

- Establish the problem/pain point
- Offer a solution
- Call to action

Examples:

1. Establish the problem/pain point:

Example: *You know when your team manages and organizes multiple projects and tasks and struggles to focus on higher priorities due to the overwhelming workload?*

2. Offer a solution:

Example: *Our software can help you streamline your project management and communication, improving efficiency and productivity while making it easier for team members to collaborate.*

3. Call to action:

Example: *If you're interested, we could set up a time this week and discuss in more detail how our software can help your business grow. Are you available for five minutes tomorrow afternoon?*

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

You know when _____ (*introduce the problem as a question*)? _____ (*solution*) can help you _____ (*how it will improve the listener's company/business/life, etc.*), improving your _____ (*another benefit*) while making it easier for/to _____ (*another benefit*). If you're interested, we could set up a time this week and discuss in more detail how _____ (*the solution*) can help _____ (*the solution's secondary benefits*). Are you available for five minutes tomorrow afternoon?

Fill-in-the-Blank Template #1 (Based on the previous example)

Are you tired of _____ (*problem*)? _____ (*solution*) solves this issue by _____ (*how the solution solves the problem*). Not only will _____ (*a benefit of the solution*), but it will _____ (*additional benefit*). If you'd like to learn more about how _____ (*solution*) can benefit your _____ (*company/business/organization/team, etc.*), let's schedule a time to discuss the details.

Bonus: Fill-in-the-Blank Template for Job Seekers

Have you ever had _____ (*the problem*)? As a _____ (*job title/field of expertise*) of ___ (*the number of years you have been in the field*) years, I have helped _____ (*customers/clients/companies, etc.*). My most recent _____ (*customer/client/company: how you solved the problem for them*), and now _____ (*the client/customer/company's results*). With my experience and skill, I can also _____ (*an additional task you're skilled at*). I'd love to discuss my qualifications in further detail. Is there a good time later _____ (*today/this afternoon/next week, etc.*) for us to talk?

Quotes:

"It's not about having the right opportunities. It's about handling the opportunities right."

- Mark Hunter

"I thrive on obstacles. If I'm told that it can't be done, then I push harder."

- Issa Rae

"Learn from the mistakes of others. You can't live long enough to make them yourself."

- Eleanor Roosevelt

"The real risk is doing nothing."

- Denis Waitley

"When we are no longer able to change a situation, we are challenged to change ourselves."

- Viktor Frankl



WEDDING SPEECHES

A great wedding speech collects laughs, elicits emotions and clings to our memories forever. Below you'll find everything you need to deliver a remarkable wedding speech.

Here's who speaks and in the typical order:

- Father of the bride
- Father of the groom
- Maid of honor
- Groom
- Best man

FATHER OF THE BRIDE SPEECH

Key Components (Speech Framework):

- Father of the bride
- Father of the groom
- Maid of honor
- Groom
- Best man

Examples:

1. Introduction:

Example: Good afternoon; my name is Grant. I'm Aleisha's Dad. I was told it's customary for the bride's father to speak first. However, I don't recall receiving a formal invitation to the wedding. Hopefully, I haven't mistakenly eaten another guest's meal.

Examples:

2. Thank the guests:

Example: *I appreciate everybody coming out here today. It wouldn't be the same without you . . . but it would be cheaper.*

3. Praise the bride:

Example: *Looking at my daughter in that marvelous wedding gown, I find it impossible not to reflect on her life. The day she was born, she immediately became daddy's girl. It seems just yesterday that I was changing diapers and missing sleep. Those are some of my proudest moments, though incomparable to how proud I am today. As difficult as it is to give my daughter away, it gives me great joy.*

4. Welcome the groom to the family:

Example: *Matt, I would welcome you to the family, but the truth is you've been a part of this family since you were introduced to us. You've been like a son to me.*

5. Offer marital advice:

Example: *After being married for so many years, I've learned the secret to a happy marriage, and today I'll share it — give and take. The wife gives the orders — and Matt . . . you take them.*

6. A toast:

Example: *Please join me in a toast to Luke and Aleisha. Treasure every second you have together. We wish you both a lifetime of joy.*

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

Good evening. While I don't know every guest, I'm grateful each of you is here because I know you've all played a significant role in the newlyweds' lives. And to the staff, thank you for producing such a glorious night. Everything has been wonderful.

Looking at my daughter in that marvelous wedding gown, I find it impossible not to reflect on her life. The day she was born, she immediately became daddy's girl. It seems just yesterday that I was changing diapers and missing sleep. Those are some of my proudest moments, though incomparable to how proud I am today. As difficult as it is to give my daughter away, it gives me great joy.

_____ (bride) has found the ideal partner in _____ (groom). Not only is he sensible, conscientious, and generous, he clearly appreciates the finer things in life, which was made obvious by his decision to marry my daughter. I am confident _____ (groom) will care for my daughter with the utmost respect, as he always has.

After being married for so many years, I've learned the secret to a happy marriage, and today I'll share it — give and take. The wife gives the orders, and _____ (groom), you take them.

Ladies and gentlemen, it's time to raise your glasses. To Mr. and Mrs. _____, may their days never gray while their health remains excellent and their love everlasting.

Fill-in-the-Blank Template #2

I'm grateful you're all here to celebrate this momentous occasion. For those of you who don't know me, my name is _____, _____'s (bride's) father.

As a child, _____ (bride) was compassionate and empathetic, and as an adult, she's only become more caring and loving. Her mother and I have watched her grow with great pride. Every crawl and step of the way, she's been an angel, even when she wasn't.

As for the groom, I was impressed by his character the first day I met him. _____ (groom) has treated _____ (bride) affectionately and devotedly without fail every second they've been together. I couldn't imagine a better man for my daughter to marry.

Marriage can be challenging. I have no doubts that these two will support and love each other forever. Still, a father can't give a speech at his daughter's wedding without offering advice: always be willing to compromise and communicate openly.

Now, let's toast to the man and woman of the hour. May you have a long, healthy, and happy future together.



Quotes:

“There is no more lovely, friendly and charming relationship, communion or company than a good marriage.”

- Martin Luther

“The meaningful role of the father of the bride was played out long before the church music began. It stretched across those years of infancy and puberty, adolescence and young adulthood. That's when she needs you at her side.”

- Tom Brokaw

“Having a daughter makes you see things in a different way. This is my only girl. So I don't care what it takes to protect her. You can call it what you want to call it. As long as you treat her the same way I treat her, like my princess, I don't mind.”

- Tracy Morgan



FATHER OF THE GROOM SPEECH

Key Components (Speech Framework):

- Thank the bride's father for his speech/introduce yourself
- Thank the guests
- Compliment the groom
- Welcome the bride to your family
- Offer marital advice
- A toast

Examples:

1. Thank the father of the bride for his speech and introduce yourself:

Example: *I'm not sure how to follow such a wonderful speech. Thank you, Mark, for those thoughtful words. Many of you I haven't met, so an introduction seems appropriate. My name is Shawn; I'm the groom's father.*

2. Thank the guests:

Example: *I appreciate everybody taking time out of their busy schedules to join us on this special occasion. I am grateful for your presence.*

3. Compliment the groom:

Example: *Mason, until you were born, I had no idea you could love another person so completely, so unconditionally. Watching you grow into a man has been a wonderful experience. It would be impossible to explain how proud I am of you.*

4. Welcome the bride to the family:

Example: *Cassy, we have never seen Mason smile as much as he has with you at his side. Thank you for bringing him the happiness he deserves. I'm delighted to have you as a part of our family. I truly feel as if I've gained a daughter today.*

5. Offer marital advice:

Example: *Always look to one another for support and guidance. Celebrate milestones, cherish each moment, and learn from your challenges. But above all, have fun.*

6. A toast:

Example: *Now, let's raise our glasses and toast to the newlyweds. May you both live as long as you like, want for nothing, and laugh often.*

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

Thank you, _____ (*father of the bride*), for those thoughtful words. I'm not sure how to follow such a wonderful speech. I appreciate everybody taking time out of their busy schedules to join us on this special occasion. I am grateful for your presence.

Many of you I've never met, so an introduction seems appropriate. My name is _____; I'm the groom's father. _____ (*groom*), until you were born, I had no idea you could love another person so completely, so unconditionally. Watching you grow into a man has been a wonderful experience. It would be impossible to explain how proud I am of you.

_____ (*bride*), we have never seen _____ (*groom*) smile as much as he has with you at his side. Thank you for bringing him the happiness he deserves. I'm delighted to have you as a part of our family. I truly feel as if I've gained a daughter today.

Please, everybody, raise your glasses for a toast. To Mr. and Mrs. _____: Always look to one another for support and guidance. Celebrate milestones, cherish each moment, and learn from your challenges. But above all, have fun. Cheers.

Fill-in-the-Blank Template #2

Thank you all for coming to witness this pivotal moment in _____ (groom) and _____'s (bride's) lives. And to everybody involved in putting the wedding together — well done. It was a remarkable ceremony. _____ (bride's father), your speech was too good. How am I supposed to follow that?

For those who don't know me, I'm _____, _____'s father. Over the years, many people have claimed my son is the "apple that didn't fall far from the tree". Whether that's a compliment, I'm unsure. I think so because he's adventurous and driven. He never takes shortcuts and always tackles his problems head-on. I respect the man he's become, and I look forward to watching him grow as a husband.

_____ (bride), I'm proud to have you as a daughter-in-law. My son is very lucky to have found you. Love is priceless, and the word alone doesn't describe the feeling. Knowing my son shares that special bond with you brings great joy to my heart.

I can't think of two people more perfect for each other. Just remember: always work together, listen to one another, and learn to put the other first.

Now, let's raise our glasses and toast to the newlyweds. May you both live as long as you like, want for nothing, and laugh often.



Quotes:

"There is no greater happiness for a man than approaching a door at the end of a day knowing someone on the other side of that door is waiting for the sound of his footsteps."

- Ronald Reagan

"When we love, we always strive to become better than we are. When we strive to become better than we are, everything around us becomes better too."

- Paulo Coelho

"You don't marry one person; you marry three: the person you think they are, the person they are, and the person they are going to become as a result of being married to you."

- Richard Needham



MAID OF HONOR SPEECH

Key Components (Speech Framework):

- Introduce yourself/your relationship to the bride
- A brief story
- Compliment the newlyweds
- Express gratitude
- Summarize your thoughts
- A toast

Examples:

1. Introduce yourself and your relationship to the bride:

Example: *Hello, everyone. I'm Dawn. Mary and I have been friends since we were in middle school. Throughout the years, we've shared apartments, clothes, laughter, and tears. I'm so happy to be here and to witness Mary take her vows today — if anyone deserves it, it's her.*

2. A brief story:

Example: *When Mary told me I would be her Maid of Honor, I got giddy. Until a few weeks back when she said I had to give a speech. I tried to get out of it, being the shy type and all. But, as Craig can attest, it's nearly impossible to say no to Mary, at least not without repercussions.*

3. Complement the newlyweds:

Example: *Many people don't believe high school sweethearts will survive after graduation. Yet Craig and Dawn have defied the odds. Watching them, I've learned that with communication and an abundance of healthy debates over novels and what show to binge next, high school relationships can last.*

4. Express gratitude:

Example: *I'm so happy for you both. Your relationship is a model for those of us still circling the dating pool. And Dawn, thank you for choosing me as your maid of honor. It's been a privilege and, as the title suggests, an honor.*

5. Summarize your thoughts:

Example: *Today begins a new journey for Craig and Dawn, not a new chapter but a new book. Your happiness will be challenged often, especially because of how stubborn you both are. However, knowing you both so well, I'm confident those tough days will strengthen your marriage, and your love will flourish regardless of any obstacles and despite them.*

6. The toast:

Example: *Now for another toast. To Craig and Dawn's endless love. Congratulations.*



Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1

Hello, my name is _____ (your name). _____ (bride) and I have known each other since _____ (the year you met the bride). Over the years, she's played many roles for me: best friend, pseudo-sister, therapist — the list goes on.

Countless times _____ (bride) has saved me from making a wrong decision. More often, though, she makes me laugh uncontrollably, especially on days that are not going my way. I doubt anyone who knows her would argue their lives are better for having _____ (bride) in it; I know mine is always improving from the daily lessons she teaches me. Most of what I learn from her doesn't come from what she says but from her behavior. Her bold attitude towards life and its obstacles, her determination and resilience, have taught me more about how to live than any classroom ever could.

Needless to say, being her maid of honor is a privilege for which I'm grateful. I know she will make a wonderful wife, and together, these two will build a beautiful family.

Love isn't without its complications, but when two people are as compatible as _____ (groom) and _____ (bride), I'm confident nothing could ever tear them apart. They're the epitome of true love.

Everybody, once again, let's raise our glasses to congratulate Mr. and Mrs. _____. May you fall in love repeatedly each day and live long healthy lives.

Fill-in-the-Blank Template #2

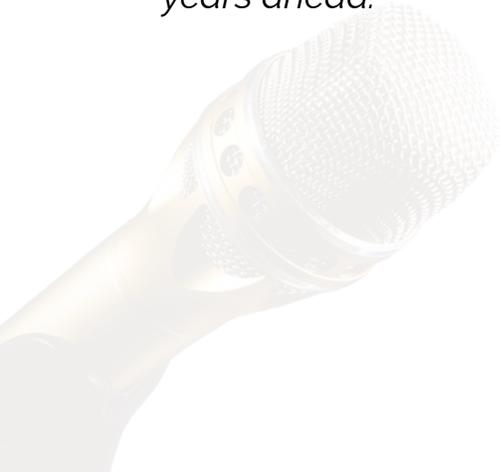
Before I begin my speech: _____ (bride), you look stunning in that dress. And _____ (groom), you clean up nicely. This has been an unforgettable celebration of the love you two share, and I'm grateful to have witnessed it.

For those who don't know me, I'm _____ (your name). Ever since _____ (bride) and I met at/in _____ (where you met the bride), we've been inseparable. Before she met _____ (groom), I was annoyingly overprotective of her. So, of course, I was skeptical when _____ (groom) entered her life. I secretly wanted to know his intentions. However, I soon discovered he's as incredible as she. They complement one another exceptionally.

Together, they're completely unguarded and keep no secrets from each other. That their love is limitless is a testament to the strength they bear united. Thank you, _____ (bride), for allowing me to be your maid of honor. Being a part of your wedding has been a privilege.

I have no doubts this marriage will survive any hardships it might endure. Life can be chaotic, but as long as you have each other's support, your marriage will be unstoppable.

Let's raise our glasses and celebrate Mr. and Mrs. _____ and their many happy years ahead.



Quotes:

"Love is friendship that has caught fire. It is quiet understanding, mutual confidence, sharing and forgiving. It is loyalty through good and bad times. It settles for less than perfection and makes allowances for human weaknesses."

- Ann Landers

"What counts in making a happy marriage is not so much how compatible you are, but how you deal with incompatibility."

- Leo Tolstoy

"[...] Love is the sum of our choices, the strength of our commitments, the ties that bind us together."

- Emily Giffin



GROOM'S SPEECH

Key Components (Speech Framework):

- Thank the bride's parents
- Thank your family
- Thank the guests and those involved in the wedding's assembly
- Compliment your wife and express your excitement for the future
- Thank the best man
- A toast

Examples:

1. Thank the bride's parents:

Example: *First, thank you, Neil and Emma, for raising such an amazing woman and graciously allowing me to marry her. The warm welcome I've received from your family has been wholehearted and endearing.*

2. Thank your family:

Example: *Secondly, mom, dad, I don't know how to thank you enough. I put you both through a lot growing up, but you stayed patient and steered me appropriately. Thank you.*

3. Thank the guests and those involved in the wedding's assembly:

Example: *Next, a big thank you to everybody here for traveling distances, both short and long, to celebrate this special moment. More importantly, thank you for bringing gifts; they will undoubtedly be useful in our new life, maybe even cherished. And to the staff and everyone who had a hand in making today so wonderful, my wife and I appreciate everything you've done to make our day so amazing.*

4. Compliment your wife and express your excitement for the future:

Example: *Miranda — I knew something was missing in my life, but I didn't know what it was until I met you. I still can't believe you said yes. I am blessed to have you as my wife. I look forward to each day ahead, raising a family, and growing old with you.*

5. Thank the best man:

Example: *Lastly, thank you, Barry, for being my best man, though I'm unsure what you've done today other than keep the bartender busy. Nonetheless, I'm glad you're here. Before I hand over the mic to Barry, I must inform everyone Barry has a condition that causes him to fabricate wild stories that he sincerely believes are true. So, please, if you don't mind, humor him; it's the best way to move forward without hurting his feelings.*

6. The toast:

Example: *Now, glasses up: to Miranda. Thank you for accepting my proposal, my love, and my vows.*



Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

First, thank you, _____ *(bride's father)* and _____ *(bride's mother)*, for raising such an amazing woman and graciously allowing me to marry her. The warm welcome I've received from your family has been wholehearted and endearing.

Secondly, mom, dad, I don't know how to thank you enough. I put you both through a lot growing up, but you stayed patient and steered me in the necessary directions. Thank you.

Next, a big thank you to everybody for traveling here; we're delighted to have everybody celebrating this special moment with us. More importantly, thank you for bringing gifts; they will undoubtedly be useful in our new life, maybe even cherished. And to the staff and everyone who had a hand in making today so wonderful, my wife and I appreciate all you've done to make this day so amazing.

_____ *(bride)* — I knew something was missing in my life, but I didn't know what it was until I met you. I am blessed to have you as my wife, though I still cannot believe you said yes. I look forward to each day ahead, raising a family, and growing old with you.

Lastly, thank you, _____ *(the best man's name)*, for being my best man. However, I'm unsure what you've done today other than keep the bartender busy. Nonetheless, I'm glad you're here. Before I hand over the mic to _____ *(best man)*, I must inform everyone he has a disorder that causes him to fabricate wild stories that he sincerely believes are true. So, please, if you don't mind, humor him; it's the best way to move forward without hurting his feelings.

Now, glasses up: to _____ *(bride)*. Thank you for accepting my proposal, my love, and my vows.

Fill-in-the-Blank Template #2

The list of people to thank is long, but I'll make it short. To my parents, thank you for guiding me into the man you see today, one who is worthy of such a striking woman as _____ (bride). To _____ (bride's father) and _____ (bride's mother), thank you for raising such a wonderful woman; I'm elated that you found me worthy enough to take her hand in marriage and join your loving family. Also, thank you to all our guests and everyone who helped assemble this magical day.

_____ (bride), without you taking a chance on me back when _____ (the time when you met the bride), we wouldn't be here today. Can you believe how far we have come? Nobody could guess what lies ahead for us, but knowing each day I'll wake beside you gives me great comfort and joy so emotional I feel I might burst. Thank you, _____ (bride), for marrying me today. I often used to worry about the future, but with you beside me, shoulder to shoulder, hand in hand, I have no worries.

Before I hand it off to the best man, let's everybody stand; raise your glasses to my beautiful wife and the bridesmaids for helping her through this emotional day.



Quotes:

"I love you without knowing how, or when, or from where. I love you simply, without problems or pride: I love you in this way because I do not know any other way of loving but this, in which there is no I or you, so intimate that your hand upon my chest is my hand, so intimate that when I fall asleep your eyes close."

- Pablo Neruda

"In all the world, there is no heart for me like yours. In all the world, there is no love for you like mine."

- Maya Angelou

"When I saw you, I fell in love, and you smiled because you knew."

- William Shakespeare

"You know you're in love when you don't want to fall asleep because reality is finally better than your dreams."

- Dr. Seuss



BEST MAN SPEECH

Key Components (Speech Framework):

- Introduce yourself
- Compliment the newlyweds.
- Express gratitude
- A brief story
- Summarize your thoughts
- Conclude with a toast

Examples:

1. Introduction:

Example: *Let me start by applauding the groom's fantastic taste in choosing the best man. I'm kidding. Stella, you're wonderful. Nobody could've trained Mickey better.*

2. Compliment the wedding:

Example: *Allow me to be serious for a moment. Look at this place. Isn't this wedding amazing? The bride and groom look like magazine cutouts. And the cake — wow — if you haven't had a chance, you better grab a piece or three before I get back over there.*

3. Express gratitude:

Example: *I am so grateful to the Morrows for having us here today, and I'm happy the bride and groom invited me to take part in their special day.*

4. Tell a story:

Example: *I met Mickey when he was at a low point. We've all been there. He was new to the office, eating brown bag lunches at his desk. At the end of his first week, I invited him to have a cup of coffee. I couldn't let him eat another tuna fish sandwich —still won't. We talked about golf, lost track of time, and had too many Americanos. Our supervisor reprimanded us when we returned to the office thirty minutes late, our eyes tunneling out of their sockets. It was then I knew we would be lifelong friends.*

5. Admire the couple:

Example: *Mick and Stella are an ideal couple. Seeing two people in love the way they are makes my heart go mushy. Shh — don't tell anyone. Seriously, though, they move in sync and are compatible in every way imaginable. I can't stand it. But it's beautiful.*

6. Summarize your thoughts:

Example: *I like to think I helped these two meet by taking Mick out to lunch that Friday and picking him up when he was down. But Mick's solid character flourished in Stella's embrace without help from me. I'm grateful to have them as friends and for this wonderful celebration. Thank you.*

7. The toast:

Example: *Let's raise our glasses now and toast Mr. and Mrs. Murphy. May they have a lifetime of back 9s, Americanos, and happiness.*

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

Good evening, everybody. It's exciting to see so many familiar faces. On behalf of the gorgeous bridesmaids and the questionable-looking groomsmen, I'd like to thank everyone for joining us today. It's crazy the distance people will travel for free food and an open bar. Regardless of the incredible accommodations, I'm honored to be included in such an elegant event.

I met _____ (groom) ___ years ago. He's always been the more level-headed between us, the one who would _____ (something the groom used to do differently than everyone else within the friends' group) while everybody else would _____ (the social standard the groom diverted from). Can you believe it took me _____ (months/years) to convince him to _____ (call attention to a practice or object most people have that he recently took part in)? Anyway, we grow up; we age; we mature. Time tests our boundaries and strengths, yet _____ (groom) has never let an obstacle get in his way. And if it wasn't for his practiced resilience, he never could've talked _____ (bride) into marrying him.

_____ (groom) and _____ (bride) are the ideal couple. Seeing two people in love the way they are makes my heart go mushy. Shh — don't tell. Honestly, though, they move in sync and are compatible in every way imaginable. I can't stand it. But it's beautiful.

I like to think I helped these two meet by taking _____ (groom) out to _____ (place) that _____ (day/occasion) and picking him up when he was down. But _____'s (groom's name) solid character flourished in _____'s (bride's name) embrace without any help from me. I'm grateful to have them as friends and for this wonderful celebration. Thank you.

Now is the moment we raise our glasses and wish health and happiness to the newlyweds. May their marriage fulfill the life they've always dreamed of.

Fill-in-the-Blank Template #2

It's an honor being _____'s (*the groom's name*) best man today. With so many close friends, he had a lot of options to choose from, and he would have spent weeks deciding if it hadn't been for me blackmailing him.

Since I promised not to embarrass _____ (*groom*), I'm forced to highlight his successes. Don't worry; we'll be on the dance floor in a minute.

When I first met _____ (*groom*), he dreamed of _____ (*a goal the groom had*). The challenge became harder because _____. Still, he stuck with it. Because once he sets his heart on something, he follows through — always. Why just last _____ (*night/week/month, etc.*) he finally _____ (*a dream/goal the groom achieved*).

_____ 's (*groom*) second greatest achievement happened a few hours ago when he tied his tie himself. To be fair, he has worn a tie before — as a belt. Seriously, though, nobody here needs me to acclaim _____'s (*the groom's name*) greatness. The proof is before us. The fact that an astonishing woman such as _____ (*bride's name*) married _____ (*groom*) tells us all we need to know. And by far, marrying _____ (*bride*) is _____'s (*groom's*) greatest achievement.

On behalf of the bridesmaids and groomsmen, I thank the newlyweds for allowing us to participate in their special day. I hope, despite my speech, today has exceeded all they imagined it would be.

Please join me in raising a glass and wishing Mr. _____ and Mrs. _____ a long and happy life together.

Quotes:

"'I am' is reportedly the shortest sentence in the English language. Could it be that 'I do' is the longest sentence?"

- George Carlin

"To keep your marriage brimming with love...whenever you're wrong; admit it. Whenever you're right, shut up."

- Ogden Nash

"The man who says his wife can't take a joke forgets that she took him."

- Oscar Wilde

BONUS Toast Speech Examples

Looking to give a toast? Here are a few you can use as you'd like.

- "Here's to the past, for all that you've learnt. Here's to the present, for all that you share. Here's to the future, for all that you've got to look forward to."
- "May your love always be added. May it never be subtracted. May your household multiply and may your hearts never be divided!"
- "May the light of friendship guide your paths together. May the laughter of children grace the halls of your home. May the joy of living for one another trip a smile from your lips, a twinkle from your eye."
- "May you live as long as you like, and have all you like for as long as you live."
- "May all your hopes and dreams come true, and may the memory of this day become dearer with each passing year."
- "May your joys be as deep as the ocean, and your troubles as light as its foam."

GRADUATION SPEECH

An effective Graduation Speech celebrates relevant achievements and relishes the anticipation for the future. This chapter will help graduates of different levels give a remarkable Graduation Speech.

Key Components (Speech Framework):

- Acknowledge the graduates
- Give Thanks
- Share a personal story (optional)
- Offer congratulations and well wishes
- Conclusion

Examples:

1. Acknowledge the graduates:

Example: My fellow graduates and friends, it is an honor to speak to you today. Many people will say today starts our journey. Yet the journey began a long ago.

2. Give thanks:

Example: Many of us have belonged to this school since 2018. So it's important we thank our teachers, the principal, and everyone who took the time to guide us along the way.

Everybody should be proud of what they have achieved here and outside school. These years have been nothing less than a success. It was not easy, though. Just look at this past year.

3. Share a personal story (optional):

For an example, see the chapter on Storytelling

4. Offer congratulations and well wishes:

Example: Now, here we are. We made it! This is the part of our life's journey where we pause to breathe and reflect on all we've accomplished. What we have done together over the years is truly wonderful. I could not have chosen a better class to graduate with.

5. Conclusion:

Example: I have faith in each of you — that no matter where your life takes you, you will own success. Nothing is lost or ended — you've just come to a split in the road.



Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

My fellow graduates and friends, it is an honor to speak to you today. Many people will say today starts our journey. Yet the journey began a long ago.

Many of us have belonged to _____ (school's name) since _____ (the year most graduates began attending the school). So it's important we thank each _____ (teacher/professor), the (dean/headmaster/principal), and every person who took the time to _____ (guide/support/encourage, etc.) us along the way.

Everybody should be proud of what they have achieved here and outside school. These years have been nothing less than a success. It was not easy, though. Just look at this past year.

(Insert optional story here)

Now here we are. We made it! This is the part of our _____ (path/life/journey, etc.) where we pause to breathe and reflect on all we've accomplished. What we have done together over the years is truly wonderful. I could not have chosen a better class to _____ (grow with/work alongside/graduate with, etc.).

I have faith in each of you — that no matter where your _____ (life/career/college years, etc.) takes you, you will own success. Nothing is lost or ended — you've just come to a split in the road.

Fill-in-the-Blank Template #2

I am honored to speak to you today as we celebrate this momentous occasion. ___ (the number of years since starting at the school) years ago, we arrived at _____ (school's name) with big dreams and a desire to make the most of our time here. And now, as we stand on the cusp of a new chapter in our lives, it's clear that we have achieved so much.

I am grateful to all the _____ (professors/instructors/advisors/staff, etc.) who have supported and challenged us throughout our journey. Your guidance and knowledge have helped shape us into the individuals we are today, and we will be forever grateful.

As we move forward into the next phase of our _____ (lives/school years/adulthood, etc.), I encourage everybody to continue _____ (moving forward/setting goals/growing, etc.) and never stop learning. The world is constantly changing, and it's up to us to adapt and thrive. So let's embrace this moment, celebrate our _____ (future/past/accomplishments/achievements, etc.), and look forward to every amazing moment ahead of us. Congratulations to the class of _____ (the year you're graduating). We did it!



Quotes:

"The quality of a man's life is in direct proportion to his commitment to excellence, regardless of his chosen field of endeavor."

- Sherman Alexie

"Your need for acceptance can make you invisible in this world. Don't let anything stand in the way of the light that shines through this form. Risk being seen in all of your glory."

- Jim Carrey

"Develop and protect a moral sensibility and demonstrate the character to apply it. Dream big. Work hard. Think for yourself. Love everything you love, everyone you love, with all your might. And do so, please, with a sense of urgency, for every tick of the clock subtracts from fewer and fewer."

- David McCullough Jr.

"The most important thing is this: to sacrifice what you are now for what you can become tomorrow."

- Shannon Alder

"Be wise, because the world needs wisdom. If you cannot be wise, pretend to be someone who is wise, and then just behave like they would."

- Neil Gaiman

ACCEPTANCE SPEECH

Expressing gratitude and thanking those who helped you achieve an accomplishment is the essence of an Acceptance Speech. This chapter gives you the information needed to ensure you accept your award with a great speech.

Key Components (Speech Framework):

- Express gratitude for the recognition
- Thank those who helped and supported you
- Conclusion

Examples:

1. Express gratitude for the recognition:

Example: To celebrate this accomplishment with everybody here today is a privilege. That our company thought highly enough of my work to congratulate me with a plaque is an honor for which I am grateful. It means so much that my work resonates with others.

2. Thank those who helped and supported you:

Example: However, I could not have succeeded alone. This was a team effort, and many others deserve to share this award.

First, a big thank you to our community — without them none of this would be possible. To my colleagues, especially those who were the foundation of this project, thank you for all the hard work. And for the support of my friends and family, without their encouragement and patience, I'm unsure I would have come this far. Lastly, thank you, Oppenheim, for recognizing and valuing my work.

3. Conclusion:

Example: Though we are here today to commend my efforts, it's important to remember each of us makes a difference. As grateful as I am for today's recognition, there remains plenty of work to do. I will continue my outreach and fundraising and look forward to feeding and clothing the homeless in many other communities. Again, I am humbled and appreciative. Thank you.

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

To celebrate this accomplishment with everybody here today is a privilege. That _____ (company/organization's name giving the award) thought highly enough of my work to congratulate me with _____ (name of the award) is an honor for which I am grateful. It means so much that my work resonates with others.

However, I could not have succeeded alone. This was a team effort, and many others deserve to share this award.

First, a big thank you to _____, without who none of this would be possible. To _____ (colleagues/staff/team, etc.), especially those who _____ (worked alongside you or were the direct support), thank you for all the hard work. Lastly, thank you, _____ (the name of the organization giving you the award), for recognizing and valuing my work.

Though we are here today to commend my efforts, it's important to remember each of us makes a difference. As grateful as I am for today's recognition, there remains plenty of work to do. I will continue to _____ (a few words describing your post-award mission in the field) and look forward to _____ (the desired outcome of the former, e.g., helping feed and clothe the homeless in many other communities). Again, I am humbled and appreciative. Thank you, and good night.



Fill-in-the-Blank Template #2

This is such an honor. I'm grateful to each of you for coming here today to support me in receiving _____ (award's name). It's a humbling experience. Many of you are as deserving of this award as me, if not more so.

I couldn't have done it without _____ (team/colleagues/direct support, etc.). Thank you so much for your _____ (adjective: strength/support/encouragement, etc.) and _____ (adjective). Each of you has been a pillar in building this accomplishment.

And thank you to _____ (customers/clients/constituents/members), who have _____ (trusted/valued/supported, etc.) us and allowed us to _____ (serve/assist/represent, etc.) them. Without them, none of this would be possible.

I am proud to be a part of such a _____ (talented/dedicated/inspiring, etc.) _____ (team/organization/community, etc.) and to have the opportunity to _____ (work/collaborate, etc.) with such _____ (wonderful/helpful/pleasant, etc.) people. Thank you all for this incredible honor.



Quotes:

“Continuous effort - not strength or intelligence - is the key to unlocking our potential.”

- Winston Churchill

“A bend in the road is not the end of the road . . . unless you fail to make the turn.”

- Helen Keller

“You may have to fight a battle more than once to win it.”

- Margaret Thatcher

“The purpose of that apple tree is to grow a little new wood each year. That is what I plan to do.”

- Henry Wadsworth Longfellow

“Discipline is giving yourself a command and following it up with action.”

- Bob Proctor



FUNERAL SPEECH (EULOGY)

A Funeral Speech, also known as a eulogy, characterizes a deceased person by recollecting fond memories and highlighting significant moments. This chapter will help you generate a memorable Funeral Speech and capture your loved one's essence.

Key Components (Speech Framework):

- Introduction → who you are and your relationship to the deceased
- Talk about the deceased
 - Options for talking points:
 - Stories or fond memories
 - Achievements
 - Career accomplishments
 - Impact on the local community
 - Marriage and children
 - Childhood years
 - The deceased's influence on others
 - Major life events
 - Your thoughts on the person
- Conclusion
 - Options for talking points:
 - How you want friends and family to remember the person
 - What the deceased would want to be remembered for
 - Encourage friends and family to remain strong during the grieving process
 - Recite a quote, song lyric, or scripture

Examples:

1. Introduction:

Example: *Today, we are honoring, celebrating, and remembering my mother, Nora. She was a woman of grace and courage, with a stubborn streak that showed up when she set her mind to something, like going back to school to become a nurse at age 40.*

2. Talk about the deceased:

Example: *My mother was truly my best friend, and I am humbled by the challenge of describing the fullness of her beauty and caring here today. I don't know how she did it, but Mom always found the perfect balance between work and home. Even though she worked 40 – 50 hours weekly to support us, she prioritized family dinners. That time was sacred to our family. Her love and kindness were infused in everything she did, whether baking cookies for a bake sale to help the hospital or sewing our Halloween costumes by hand year after year.*

3. Conclusion:

Example: *Despite the personal challenges, she always looked outside of herself – which is why she will be remembered as a beacon of light in this community. She had a magical way of bringing joy every time she walked into the room. No one who met her could forget her smile. And I'll never forget the advice and the lessons she taught me. Her wisdom will forever guide the decisions I make through the rest of my life. I love you, Mom.*

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

A famous writer once said, "We make a living by what we get; we make a life by what we give". If that is true, then _____ (deceased's name) made a great life. _____ (deceased's name) was the most giving person I've ever known. And judging from the nodding heads I see in front of me, many of you seem to agree.

_____ (deceased's name) went to _____ (name of school) and graduated with _____ (name of degree or training). _____ (deceased's name) then went to work for _____ (name of company) as a _____ (name of position). Over the years, _____ (deceased's name) also worked for _____, _____, and _____ (name of other companies).

In _____ (year), _____ (deceased's name) met _____ (name of spouse), and they were married _____ (number) years later. Eventually, they had ___ (number) children, _____, _____ and _____ (names of their children). Last year, _____ (deceased's name) and _____ (spouse's name) celebrated their _____ (number, e.g., 50th) wedding anniversary.

_____ (deceased's name) was very active in the _____ (church, community, local theatre, quilting, volunteer firefighting).

_____ (deceased's name) devoted many hours to _____ (hobby or service) and was known for _____ (what person was known for in the hobby or service, e.g., her exquisite quilt designs; always being ready with a helping hand; always having a positive attitude).

I asked family and friends to tell me what they remember most about _____ (deceased's name). There are so many good memories. _____.
_____ (list briefly a few memories, e.g., playing music together, fishing at Ajax Lake, a big hearty laugh — the time you went to Disneyland and Susie got lost).

_____ (deceased's name) was a remarkably _____ (good/thoughtful/hardworking/fun-loving, etc.) person. _____ (deceased's name) was a person of great _____ and _____ (two words that describe the person's character, e.g., devotion, integrity, love, compassion, service, humor). Above all, _____ (deceased's name) believed in _____ (the person's highest perceived value, e.g., family, faith, hard work, independence, community, compassion). _____ (deceased) always said, " _____ " (a common saying that illustrates the person's character, e.g., "family is the most important thing in life"; "life is short, so enjoy it while you can.").

Those are words of wisdom that I will always cherish.

_____, (deceased's name), thank you for being part of our lives. We are all going to miss you.

Fill-in-the-Blank Template #2

Today, we honor the life of _____ (deceased's name). _____ (deceased) was truly amazing, the kindest and most loving person in the world.

I can honestly say _____ (deceased) was my best friend. It would be impossible to emphasize _____'s (deceased's) character in words, let alone a short eulogy. _____ (deceased) dedicated her/his life to family and ensured we were _____ (supported/loved/confident, etc.) in whatever we did and that we never felt anything other than love.

She/he sacrificed more than I'll ever know, and even when she/he put everyone else before herself/himself, she/he still made time _____ (to listen to all our problems/for us/make dinner nightly, etc.).

Everyone who was fortunate enough to know her/him was in awe of everything she/he achieved. The _____ (warmth/guidance/love, etc.) and _____ (happiness/encouragement/spirit, etc.) she/he brought us cannot be overstated. I loved her/him more than words could possibly say. She/he will live on in my heart forever more.

Quotes:

“As in a tale, so is life: Not how long it is, but how good it is, is what matters.”

- Seneca

“Though nothing can bring back the hour of splendor in the grass, of glory in the flower; We will grieve not, rather find strength in what remains behind.”

- William Wordsworth

“Life can only be understood backward, but it must be lived forwards.”

- Soren Kierkegaard

“It is not the length of life, but the depth of life”

- Ralph Waldo Emerson

“Carve your name on hearts, not tombstones. A legacy is etched into the minds of others and the stories they share about you.”

- Shannon L. Alder

“Death leaves a heartache no one can heal, love leaves a memory no one can steal.”

- From an Irish headstone

STORYTELLING

Storytelling serves many purposes, which is why we hear stories daily. People also tell stories within speeches. There are several variations to the storytelling framework, and we've chosen the simplest method to make it easier for you to tell your story.

Key Components (Speech Framework):

- Setup
- Conflict
- Resolution

Examples:

1. Setup:

Example: *I'd been there over a year — then bam! — layoffs. But that's not all. I had to chase down my former boss because I never received the last week's pay. He kept dodging my calls, and I couldn't get him in person since he was always on the road.*

2. Conflict:

Example: *I tried every method I could think of to get my payment, but my former boss was impossible to get in touch with. I was frustrated and felt helpless, yet I knew I couldn't let myself be taken advantage of.*

So, I decided to do something drastic. I posted on social media about my experience without missing a detail. Then I took it further and tagged my former boss in the post.

3. Resolution:

Example: *To my surprise, the post went viral and was shared hundreds of times. Within a few days, my former boss agreed to pay me in full. It wasn't an easy decision, but I'm glad I stood up for myself and didn't let anyone take advantage of me.*

Lesson learned: never be afraid to speak up and advocate for yourself, especially when it comes to getting paid for your hard work.

Fill-in-the-Blank Templates:

Fill-in-the-Blank Template #1 (Based on the previous example)

I'd been _____ (setup: where you were or what you were doing)
— then bam! — _____ (introduce the initial problem/conflict). But that's
not all. I had to _____ (the primary conflict: within this sentence,
introduce any supporting characters) because I _____ (the
reason the conflict was problematic to resolve). _____ (character or you)
kept _____, and since _____ (an obstacle between you and
the resolution), I couldn't let _____ (the obstacle) hold me back.

I tried every method I could think of to _____ (a description of the
problem's resolution), but _____ (a character/obstacle, etc.) was
_____ (how the character/obstacle continued to disrupt progress
toward resolving the conflict). I was frustrated and felt helpless, yet I knew I
couldn't let myself _____ (down/get discouraged/give up, etc.).

So, I decided to _____ (a new tactic to overcome the conflict). I
_____ (the action you took to implement the plan to resolve the
conflict). Then I took it a step further and _____ (the secondary
action).

To my surprise, _____ (the result of the actions taken). Within _____ (an hour/a day/a week, etc.), _____ (the resolution) and _____ (the result of the resolution). It wasn't easy, but I'm glad I _____ (stood up for myself/took the initiative/ didn't back down, etc.) and didn't _____ (let anyone take advantage of me/walk away/give up/accept no for an answer, etc.).

Lesson learned: _____ (the key takeaway, i.e., the moral of the story).

Fill-in-the-Blank Template #2

When I first _____ (the setup, e.g., arrived at/met a person/joined social media, etc.), I was _____ (introduce the conflict, e.g., unemployed/single/homeless, etc.). I'd been _____ (broke/living in a hotel/hopeless, etc.) for a while and was struggling to _____ (find the next opportunity or a place to live or work/get out of bed each morning/meet people, etc.).

I decided to give _____ (freelancing/posting flyers/social media/AA meetings, etc.) a chance to see if it could help _____ (the proposed resolution). I started by _____ (the initial execution of the plan to resolve the conflict). Then I _____ (the secondary action to reinforce the plan).

_____ (A day/week later, etc.), my efforts started to pay off. As _____ (how the conflict began to change/the resolution unfolded). I _____ (became happier/received job offers/won the lottery/found a roommate/met somebody, etc.). Before I knew it, I _____ (landed a dream job/new apartment — was engaged/financially stable/growing a business, etc.).

It just goes to show — you never know what doors might open for you when you _____ (the story's moral lesson).

Quotes:

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

- Maya Angelou

"It always seems impossible until it's done."

- Nelson Mandela

"Try again. Fail again. Fail better."

- Samuel Beckett

"I am a slow walker, but I never walk back."

- Abraham Lincoln

"Real courage is when you know you're licked before you begin, but you begin anyway and see it through no matter what."

- Harper Lee



SOCIAL MEDIA POSTS FOR MARKETING

Example and Fill-in-the-Blank Template #1 for Marketing:

Upgrade your workout game with our newest fitness tracker! With heart rate monitoring, step counting, and sleep tracking, this device will help you reach your fitness goals in no time. Order yours today and get free shipping!

Upgrade your _____ with our newest _____! With _____, _____, and _____, _____ will help you _____ in no time. Order yours today and get _____!

Example and Fill-in-the-Blank Template #2 for Marketing:

Get organized and make your life easier with our Daily Planner App. It's perfect for busy people and anyone looking to simplify their life. Download yours today and get a 10% discount with the code ORGANIZED10

Get _____ and make your life easier with our _____ product. It's perfect for _____ and anyone looking to _____ their life. _____ yours today and get a ____% discount with the code _____

Example and Fill-in-the-Blank Template #3 for Marketing:

Experience the ultimate in luxury with our new Ereader. With exclusive features and a sleek design, it's perfect for those who desire high quality and options. Available now with free shipping!

Experience the ultimate in _____ with our _____. With _____ features and a _____, it's perfect for those who desire _____ and _____. Available now with _____!

SOCIAL MEDIA POSTS FOR INCREASING ENGAGEMENT

Example and Fill-in-the-Blank Template #1 for Increasing Engagement:

Want to stay up-to-date with all our latest news and updates? Follow us now and never miss a thing! Plus, we'll be doing a follow-back campaign every week, where we'll follow back our new followers. So hit that follow button now!

Want to stay up-to-date with all our latest _____ and _____? Follow us now and never miss a thing! Plus, we'll be doing _____, where we'll follow back our new followers. So hit that follow button now!

Example and Fill-in-the-Blank Template #2 for Increasing Engagement:

Want to be a part of our community? Join the conversation by commenting and sharing your thoughts! We love hearing new ideas. To show our appreciation, we'll give prizes to our most active followers every month. Follow us now and get involved!

Want to be a part of our _____? Join the conversation by _____ and _____! We love hearing _____. To show our appreciation, we'll give _____ to our most active followers every _____. Follow us now and get involved!

Example and Fill-in-the-Blank Template #3 for Increasing Engagement:

Don't know where to start with social media marketing? We provide information to help you make small changes with big impacts on your social media presence. Follow us for tips, advice and resources

Don't know where to start with _____? We provide _____ to help you _____ with _____ on _____. Follow us now and take the first step! Follow us for _____, _____ and _____.

SOCIAL MEDIA POSTS FOR PROMOTING BRAND AWARENESS

Example and Fill-in-the-Blank Template #1 for Promoting Brand Awareness:

We believe in creating products that are not only functional but also sustainable and ethical. Join us in making a difference, and follow us for more information on our sustainable production methods and initiatives.

We believe in creating _____ that are not only _____ but also _____ and _____. Join us in _____, and follow us for more information on _____ and _____.

Example and Fill-in-the-Blank Template #2 for Promoting Brand Awareness:

We built Brandz on the principles of simplicity, elegance and quality. From design to production, we create products with these principles in mind. Follow us to discover the beauty of simplicity and quality.

We built _____ on the principles of _____, _____ and _____. From _____ to _____, we create products with _____ in mind. Follow us to discover the _____ of _____ and _____.

Example and Fill-in-the-Blank Template #3 for Promoting Brand Awareness:

We take pride in providing excellent customer service. From pre-purchase consultation to post-purchase follow-up, customer satisfaction is our primary dedication. Follow us for exclusive customer support tips and information.

We take pride in providing _____. From _____ to _____, _____ is our primary _____. Follow us for exclusive _____ and _____.

SOCIAL MEDIA POSTS FOR SHARING NEWS AND UPDATES

Example and Fill-in-the-Blank Template #1 for Sharing News and Updates:

Exciting news! We just launched our new website. It's faster, more user-friendly, and now mobile-optimized. Check it out now, and let us know what you think.

Exciting news! We just launched our _____. It's _____, _____, and _____. Check it out now, and let us know what you think.

Example and Fill-in-the-Blank Template #2 for Sharing News and Updates:

We are thrilled to announce a new location opening in the heart of the city. Stay tuned for the Grand Opening date!

We are thrilled to announce _____. Stay tuned for _____!

Example and Fill-in-the-Blank Template #3 for Sharing News and Updates:

You'll never believe this. We just formally announced a new partnership with Global Molds, expanding our reach and offerings to our customers. Read more on our website and stay tuned for further updates.

You'll never believe this. We just formally announced a new _____ with _____, expanding our _____ and _____ to our customers. Read more on our _____ and stay tuned for _____.

You've Reached The End Of The Ultimate Public Speaking Cheat Sheet. If You're Looking To Level-Up Your Speaking, Just Click Below!

Awesome On Stage MasterClass:
www.AwesomeOnStage.com/masterclass



Sources & References:

<https://www.idoinspire.com/blog/motivational-speech-template-to-congratulate-your-team>

<https://theinnatnhp.com/sample-welcome-speech-corporate-event/>

<https://expertmc.com/introducing-a-speaker-sample-script/>

<https://www.hitched.co.uk/wedding-planning/organising-and-planning/simple-father-of-the-bride-speech/>

<https://www.hitched.co.uk/wedding-planning/toasts/wedding-toast-to-the-happy-couple/>

<https://www.myfarewelling.com/article/eulogy-examples>

<https://www.sympathymessageideas.com/eulogy-examples/>