

**When writing a speech it is a good idea to write notes and bullet points instead of a lengthy prose, this will prevent it from sounding read-out and will allow you flexibility if you wish to discuss any other thoughts from the day.**

Practice and practice your speech out loud and ask a couple of people to listen to give you constructive feedback. Don't panic and look confident, the reception will want to, and will, laugh and enjoy your speech so you don't need to be a comical genius. Also do stand up straight and smile to appear confident even if you don't feel it.

Take your time, don't rush your words. You may be nervous but let your points be heard and allow the time for laughs.

Also there are always alternatives to the traditional speeches, perhaps other people on the head table would like to talk instead or you could do a team speech, announce your thoughts and toasts together.

