

A speech always has some kind of goal that the speaker wants to achieve. When you're asked to analyze a speech, you want to make clear what that goal is and what tools they are using to achieve it.

## Preparation

Before you begin the writing process you should:

- read the speech carefully at least twice
- highlight the information needed for the introduction
- highlight arguments made by the speaker
- highlight any special pronouns or unusual words that you come across
- highlight any stylistic devices that you notice

## Structure

### Introduction:

Briefly summarize

- the speaker (*who*),
- the date (*when*),
- the location (*where*),
- the topic (*what*),
- the occasion (*why*) and
- the audience (*to whom*).

### Body:

The body of a speech analysis consists of three different parts:

1. *Analysis of content*: Briefly summarize the content of the speech.
2. *Analysis of arguments*: Examine *how* and *why* the speaker presents *which* arguments.
3. *Language analysis*: Analyze stylistic devices, pronouns (we, you), kind of language (formal vs informal),  
in a video: also analyze nonverbal communication, intonation, pace and stress

### Conclusion:

Summarize the results of your analysis and then give your own opinion.  
Try to make sure that the last sentence finishes your thought neatly.

**Don't** give your own opinion anywhere before this part.

## Tips

- use the simple present tense
- use your time to highlight things in the text or take notes before you begin writing
- make sure to always mention *why* the speaker said something in a certain way
- don't write overly complex sentences when you don't need to
- check for mistakes regarding spelling, grammar or punctuation at the end