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| **1. To what size group will the speech be delivered?** Intimate (1 to 25 people) |  |
| **2. The speech will be delivered to a group made up of mostly?** classmate – freshman college |  |
| **3. Where will the event be held?****classroom** |  |
| **4. What kind of speech do you want?**Commemorative speech |  |
| **5. Is there a key person(s) to whom the speech will be given? Tell us their name(s) and a little about his/her personality.****Name Gigi –** Dreamy, imaginative and intuitive. Sensitive and independent. Great imagination, very kind, love to be around people. |  |
| **6. Please share information about events or memories you have together that you would like mentioned in the speech.**The day she born, please find more detail in the outline attached. |  |
| **7. What do you want your audience to think or feel as a result of experiencing your presentation?**How she is special to me and how we overcome the situation. |  |
| **8. Is there an action that you would like your audience to take as a result of experiencing your presentation?**No |  |
| **9. What is your deadline for delivering the speech?**In a week from today |  |
| **10. Finally, please provide your speechwriter with any additional information you would like to have included in your speech. Include all information you feel is essential to your speech.** |  |

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