Speechwriting Resources: Fact Sheet

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A s elected officials and leaders, Senators and Representatives are frequently called upon to deliver speeches and other public remarks to a range of audiences.
This fact sheet provides links to resources that can assist in the speechwriting process.

Please note, that although the Congressional Research Service (CRS) can assist with background research for speeches, policy guidelines prohibit CRS from writing speeches for Congress.

CRS Products

CRS Report 98-170, *Speechwriting in Perspective: A Brief Guide to Effective and Persuasive Communication*
This CRS report on preparing and delivering effective speeches provides practical guidance tailored to the demands of speechwriting for Members of Congress.

CRS Report R44200, *Finding Quotes for Speeches: Fact Sheet*
This CRS fact sheet provides resources to help the user find or verify quotes for use in speeches.

Guides and Tips

Public Speaking Tips
Tips for speaking at a variety of occasions from Toastmasters International. Topics include "Speaking to Diverse Audiences" and "Successful Speeches."

The Writing Center
A guide to creating effective speeches from the University of North Carolina at Chapel Hill.

Articles on Communication and Leadership
An extensive set of articles on multiple aspects of speech giving from Westside Toastmasters. Articles include "The Art of Speechwriting: How Good Speechwriters Find Ideas that Shine."

How to Write a Speech that Your Audience Remembers
This BetterUp Professional Development blog includes sections on structuring and writing good speeches and on writing speeches for others.

Famous Speeches

American Rhetoric: Top 100 Speeches
This site provides the full text of famous speeches from American history.

A complete collection of inaugural speeches from the American Presidency Project at UC Santa Barbara.

Voices of Democracy: The U.S. Oratory Project
A collection of speeches on democracy and American identity organized by speaker, author, and theme.

Grammar and Writing Resources

Purdue Online Writing Lab (OWL)
Resources on writing, research, grammar, and style guides from Purdue University.

Writing@CSU
Writing guides on a variety of topics, including "Making Speeches and Presentations" and

"Conducting Qualitative & Quantitative Research" from the Writing@CSU project and the Colorado State University Writing Center.

Common Errors in English Usage
An extensive list of English words and phrases that are commonly misused with explanations of the correct usage from Washington State University.

Glossary of Rhetorical Terms with Examples
A list of classical rhetorical techniques with examples from modern and classic speeches from the University of Kentucky.

Selected Speechwriting Books from the Library of Congress Collection

These and other speechwriting books can be charged out to congressional staff with borrowing accounts in good standing:

- Lehrman, Robert A. and Eric Schnure. *The Political Speechwriter's Companion: A Guide for Writers and Speakers.* Thousand Oaks, California: Sage/CQ Press, 2020.
- Ehrlich, Henry. *Writing Effective Speeches*. New York: Reed Business Press, 2004.
- Garfinkle, Adam M. *Political Writing: A Guide to the Essentials*. Armonk, N.Y.: M.E. Sharpe, 2012.
- Robinson, Grady Jim. *Did I Ever Tell You About the Time—: How to Develop and Deliver a Speech Using Stories that Get Your Message Across*. New York: McGraw-Hill, 2000.

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