

# Closing Remarks for Speech Format

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## 1. Summarize Key Points

Briefly recap the main ideas or arguments presented in your speech.

**Example:** “Today, we discussed the importance of time management, practical strategies to implement it, and the benefits it brings.”

## 2. Reinforce the Main Message

Emphasize the core message or takeaway you want the audience to remember.

**Example:** “Remember, effective time management is crucial for reducing stress, increasing productivity, and achieving your goals.”

## 3. Call to Action

Encourage the audience to take specific actions or steps based on your speech.

**Example:** “I encourage each of you to start using a planner, set specific goals, and tackle your most important tasks first.”

## 4. Thank the Audience

Express gratitude for their time and attention.

**Example:** “Thank you all for your attention and engagement today.”

## **5. End with a Memorable Closing**

Finish with a powerful quote, a thought-provoking statement, or an inspiring note.

**Example:** “As the saying goes, ‘The bad news is time flies. The good news is you’re the pilot.’ Make the most of your time and steer your life towards success.”