No. 116

AI TOOLKIT SERIES · THE METHOD

Your Speech Delivered

Write and deliver a speech that moves people, from first memory to the big day.

Six cues to give the AI, and the right words come without blank-page panic.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, AI assistants can write a speech from your memories and tailor it to the occasion in minutes. Three cues before you begin.

1. **The AI writes, you feel.**
   It shapes the words, but the emotion comes from you: your memories, your anecdotes, your bond with the person. With no lived material, a speech rings hollow.

2. **Keep your own voice.**
   A speech should sound like you. Tell the AI how you speak, cut any line that is not you, and read it all out loud.

3. **Check names, dates and stories.**
   An AI can invent a detail. Verify every name, every date, every story, and drop anything that could embarrass or hurt.

Good reflex: the AI offers the words, you bring the heart and you check every memory.

THE METHOD

The Method

Five steps, ten prompts ready to copy. A good speech is prepared in order.

1 **Frame**
01 The Occasion Framed · 02 Lived Material

2 **Structure**
03 The Angle Found · 04 The Thread

3 **Write**
05 The First Draft · 06 Opening And Closing

4 **Refine**
07 The Right Tone · 08 Easy To Say

5 **Deliver**
09 The Timed Rehearsal · 10 Nerves Tamed

THE COSTAR RECIPE

Every prompt follows the same recipe: Context, Objective, Style, Tone, Audience, Response. Copy the structure, change the brackets.

PROMPT 01 · FRAME

The Occasion Framed

PROMPT TO COPY

Context: I must give a speech for [a wedding, a birthday, a farewell, a tribute].
Objective: pin down the occasion and what the audience expects.
Style: short questions, one idea each.
Tone: plain and direct.
Audience: [the guests], close to [the person].
Response: ask me 6 questions on the message, the feeling aimed for and the length.

WHAT YOU GET

The right questions before the first word. You know what to tell, to whom, and how long to speak.

PROMPT 02 · FRAME

Lived Material

PROMPT TO COPY

Context: I am preparing a speech for [the person] at [the occasion].
Objective: bring back my memories and anecdotes.
Style: questions that wake up memory.
Tone: warm.
Audience: me, gathering my material.
Response: ask me 8 questions about our moments, their qualities and one striking story.

WHAT YOU GET

Your memories come out of the drawer. You collect more anecdotes than you thought you had.

PROMPT 03 · STRUCTURE

The Angle Found

PROMPT TO COPY

```
Context: here are my rough memories: [paste your notes].
Objective: find the thread of the speech.
Style: 3 angles, one sentence each.
Tone: creative but sincere.
Audience: [the guests].
Response: propose 3 angles (a quality, a story, a promise)
and say which lands most.
```

WHAT YOU GET

A clear thread instead of a list of memories. Your speech tells one thing, not ten.

PROMPT 04 · STRUCTURE

The Thread

PROMPT TO COPY

```
Context: angle chosen: [your angle], for [the occasion].
Objective: build the outline of the speech.
Style: a three-part plan, timed.
Tone: flowing.
Audience: [the audience].
Response: an opening, two or three high points and a
closing, with a time per part.
```

WHAT YOU GET

The skeleton of the speech, already timed. You write part by part without getting lost.

PROMPT 05 · WRITE

The First Draft

PROMPT TO COPY

Context: write my speech from this plan and these anecdotes: [paste].
Objective: a full first draft to rework.
Style: spoken sentences, short paragraphs.
Tone: [warm and sincere].
Audience: [the guests].
Response: the speech written to be said aloud, inventing no memory.

WHAT YOU GET

A whole speech in seconds. You edit and personalize instead of starting from nothing.

PROMPT 06 · WRITE

Opening And Closing

PROMPT TO COPY

```
Context: here is my speech: [paste the text].
Objective: polish the first and the last line.
Style: 3 versions of each.
Tone: memorable, never cheesy.
Audience: [the audience].
Response: 3 openings that grab from the first second and 3
closings that leave an emotion.
```

WHAT YOU GET

The two lines everyone remembers. You open strong and you end just right.

PROMPT 07 · REFINE

The Right Tone

PROMPT TO COPY

```
Context: here is my speech: [paste the text].
Objective: match the tone to the occasion.
Style: same meaning, reworded.
Tone: [more tender] or [funnier], your choice.
Audience: [family] or [colleagues] or [friends].
Response: the version rewritten in that tone, memories kept intact.
```

WHAT YOU GET

The right mix of emotion and humor. The speech fits the room and the people in it.

PROMPT 08 · REFINE

Easy To Say

PROMPT TO COPY

```
Context: here is my written speech: [paste the text].
Objective: make it easy to say aloud.
Style: short sentences, marked breaths.
Tone: natural.
Audience: me, who will read it.
Response: the text lightened, long sentences cut, pauses
marked with a sign.
```

WHAT YOU GET

A text you say without tripping. You breathe in the right places and the audience follows.

PROMPT 09 · DELIVER

The Timed Rehearsal

PROMPT TO COPY

Context: I am going to rehearse my speech: [paste the text].
Objective: prepare a useful rehearsal.
Style: concrete steps, one by one.
Tone: encouraging.
Audience: me, new to speaking.
Response: a rehearsal plan, the target timing and 3 tips for eyes and voice.

WHAT YOU GET

A rehearsal that truly helps. You know your text, your pace and your posture.

PROMPT 10 · DELIVER

Nerves Tamed

PROMPT TO COPY

Context: I have stage fright before speaking in front of [the audience].
Objective: handle the stress and surprises on the day.
Style: a list of simple moves.
Tone: reassuring.
Audience: me, nervous.
Response: 5 anti-nerves reflexes, what to do if emotion rises or I lose my place.

WHAT YOU GET

Nerves become manageable. You step up with a plan, not with fear.

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YOUR TURN

The Right Words

You now know how to prepare a speech that moves people: frame the occasion, gather your memories, write, refine, deliver. Ten prompts, one recipe to reuse.

The AI offers the words, you bring the heart and your voice.

Join the SYSTINFO community to get a card like this one every day.

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