Farewell to the Cassette — Outline

1. Introduction
2. Goodbye’s we all have been there in a point in our lifetime in which we had to say goodbye to either a person, place or item. And let’s face it; we all know how miserable a goodbye can be. However, a farewell doesn’t always have to be so difficult. Wouldn’t it be great to leave behind a happy memory to those who have impacted your life in one way or another?
3. What exactly is a farewell?
4. The definition **according to famous-speeches-and speech-topics.info** is a speech written to extend good wishes at a special milestone in someone’s life when leaving an organization, community, company, role or place.
5. It provides an opportunity to thank people who have provided help and support.

**Transition: Now that you all know what a farewell is let us address the do’s and don’ts when making a farewell speech.**

1. Description
2. Who is a farewell given to?
3. A farewell can be addressed to either the following:
4. Person
5. Place
6. Item
7. Memory
8. Anything
9. **According to farewellspeech.com** a farewell speech should generally contain a structure of the following:
10. Opening statement
11. This is to break the ice with the audience
12. Give the audience a preview of what your speech is going to be about
13. Main body
14. This part is to generally used to thank the community or anyone overall for their support in whatever it may be.
15. Anecdotes- Stories
16. Stories
17. Memories
18. Anything that can bring laughter to the audience or to remind them of a time or something in particular.
19. Conclusion
20. This part is the most important as you want people to remember a punch line or quote.
21. Make sure to provide something that way the audience at least grasps something from the farewell speech.
22. What does a farewell contain?
23. It contains experiences such as…
24. Group
25. School
26. Company
27. Family
28. Organization
29. It is important to double check that credit has been given to in circumstances that it needs to be given to.
30. Things to consider in a farewell
31. The event
32. The target audience
33. Make sure to use appropriate language.
34. For example, you cannot use college level words if your audience is elementary students. You want to make sure the audience understands your speech as opposed to completely ignoring it.
35. Tone in speech delivery
36. You need to know when to be happy and when to serious during certain parts in your speech.
37. The focus or main topic of the speech
38. Do not get off topic as you will most likely lose your audience
39. These occasions are generally informal but it is always helpful to plan what you are going to say in advance so that the content of your speech is not just left to chance and special references might be made to people who have played an important role.
40. This type of speech should also be short and remember to try to inject some humor!

**Transition: At this moment we would like to demonstrate to you all a type of farewell.**

1. Demonstration
2. Farewell to the cassette—The actual speech read aloud.
3. We are gathered here today to say goodbye to a dear old friend that has been by our sides for many years through sadness, good times and through the most romantic and loving periods of our lives.
4. We would like to take these couple of minutes to reminisce on our memories with our beloved friend. Those moments in which our friend would no longer hold out and we had to wind it back by a pencil, or repair it by a piece of tape or in some occasions repair it by using some old nail polish laying around the house; and that the sounds from our friend would only last 60 minutes—60 glorious minutes at that. There was a time that it would be on the other end of our telephones letting someone know that “we could not come to the phone” and to “please leave a message after the beep”. We all remember those times in which we prayed that the DJ of the radio station would not talk while we recorded our favorite song. Or better yet, those “oh crap” moments when you realized you just recorded over something important on the cassette. Those moments in which our friend never failed to entertain us by allowing us to play it backwards and listen to its sounds in a whole different way. Or other instances in which we played surgeon with our friend on very boring days. Also, those heart pounding moments when we could hear our friend speeding up in the portable player and quickly trying to stop it before our friend popped and was no longer useful.
5. We say farewell to you (our much-loved friend) you will be missed by some but rewarded by others by the replacements of modern technology; modern technology that has played a role in seizing your existence. However, let us not forget that you paved the road to modern technology. As the great Dr. Seuss once said, “Don't cry because it's over. Smile because it happened." We say goodbye to you, our friend, the cassette tape.
6. Memories on fixing a cassette tape.
7. The process of fixing the cassette is explained
8. Scott will demonstrate how to fix the broken cassette as we all once did when it was a hit.
9. The tape will purposely be broken only to be fixed in front of the class.
10. Conclusion
	1. Today we have both described and demonstrated what a farewell speech is. We hope that we have bettered your knowledge on what exactly a farewell speech contains and when it is appropriate to give one. A farewell is a time to thank people for support and to leave behind a happy memory of yourself to those people.
	2. We would like to leave you with a famous quote by Dr. Seuss, “Don't cry because it's over. Smile because it happened."

Works Cited

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