

****Speech Outline for Expressing Sympathy****

1. **Introduction**

- Greet the audience warmly.
- Acknowledge the person's or group's loss or difficult situation.
- Express your intent to offer comfort and support.

2. **Acknowledgment of the Situation**

- Briefly describe the situation in a compassionate and respectful manner.
- Express understanding of the impact this has on the affected person or group.

3. **Empathetic Response**

- Share personal feelings of sadness and empathy.
- Mention any shared experiences if applicable, to enhance connection and understanding.

4. **Offer of Support**

- Offer specific ways you or others can provide help or support.
- Encourage the person or group to reach out if they need anything.

5. **Words of Comfort and Hope**

- Share words of encouragement or hope, focusing on healing and resilience.
- Highlight any positive memories or aspects if appropriate.

6. **Conclusion**

- Reaffirm your support and sympathy.
- End with a gentle, comforting remark or quote.