

Speech Length and Word-Count Chart

ToastBuddy timing reference

These targets assume a natural pace of about 130 words per minute. Use the lower end when the speech includes laughter, applause, or emotional pauses.

Target time	Draft target	Best use
30 seconds	60–65 words	Quick welcome or informal toast
60 seconds	120–130 words	Birthday dinner or short wedding toast
90 seconds	185–195 words	Focused story plus clean ending
2 minutes	245–260 words	Standard personal toast
3 minutes	365–390 words	Formal honor-attendant speech
4 minutes	490–520 words	Maximum for most wedding speeches
5 minutes	610–650 words	Keynote-style remarks, rarely needed

Trim in this order

1. Remove repeated compliments.
2. Cut side characters and travel details from stories.
3. Replace long backstory with one line of context.
4. Keep one vivid detail instead of three examples.
5. Delete any second ending.

Rehearsal check

- ☐ Read it aloud, not silently.
- ☐ Time the pauses as well as the words.
- ☐ Mark the sentence where you will look up.
- ☐ Leave ten seconds of breathing room under a hard limit.

Find the free timer and trimmer at ToastBuddy.com.