

Prepare and Present a Formal Speech

Description:

Length – The speech must be a minimum of 3 minutes and no longer than 5 minutes. If the speech is less than 3 minutes it will result in a significant reduction of marks. Also, if the speech exceeds 5 minutes you will lose marks. Therefore, be sure to time your speech before your presentation.

Audience – Your audience will be your teacher and the other students in your class. *(However, the top 3 speeches in each class will be selected to compete in Van Tech Speech Contest in May. At Van Tech Speech Contest you will compete against other students in your grade. It will be held in the library and other students in the speech contest will be your audience.)*

Location – The speeches will be presented in the English classroom.

Topic - **Be sure that you chose a topic that interests you.** Decide how you will approach your topic. That is, you need to think about how you will capture your audience's attention while addressing your topic.

How to write your speech:

Step One: During our first class in the library, we will spend time watching, reading and discussing passionate speeches. And we will create a list of what qualities a good speech should have.

Step Two: The class will have a number of sessions in the library or computer lab to gather information about your topic and/or to start writing your speech. At the first session, the librarians will review possible sources for your research, and review how to access databases and other resources.

While gathering information try to gather stories or anecdotes related to your speech topic. The best speeches usually include stories or anecdotes because it makes the speech more interesting and helps your audience to better understand your topic.

Also, remember to record all sources of information, especially any quotations. If you want your speech to be credible you need to cite your sources of information. For example, you might say "According to Prime Minister Stephen Harper ..." or Martin Luther King once said "I have a dream..."

Step Three: At this point write a draft of the body of your speech; you can write the introduction and conclusion later. In your draft include your research and resources that you have gathered.

Step Four: **Time how long it will take to read the body or your speech out loud.** If it takes you about 3 minutes to read it out loud, then you likely have enough information.

Step Five: **Write the body of your speech in full.** Remember to include transitions to help your audience follow the points you are trying to make about your topic. For example, use transitions like: *my first reason, my second reason* or other transitions such as; *also, in addition, as well, or moreover*. Remember the audience does not have a written copy of your speech so they will need reminders of your speech topic and a clear explanation of your points.

Step Six: **Write the introduction of your speech.** The first few lines of your introduction should grab the listeners' attention and clearly identifies the topic of your speech.

To grab your listener's attention you might start your speech with one of the following suggestions:

- A quotation ("To know all is to forgive all")
- A thought provoking question (Would you like to know how to become a millionaire)
- Stress the importance of your topic (All of you need to know this to survive ...)
- Use an anecdote (tell a brief story - There is a young girl from Ontario, who...)
- Explain the purpose (for example - I want to help to save the whales by informing you about...)

Step Seven: **Write the conclusion.** The conclusion should be short and sharp. Repeat the topic of your speech again in the conclusion and summarize your arguments/points. You can use the same anecdote or quotation to end your speech that you started with. Leave your audience with a clear, strong message.

Step Eight: **Now you need to do your final editing.** Ask someone to carefully listen to your speech and point out the good sections as well as those sections that were difficult to understand, boring, or off-topic. Then revise your speech using their suggestions. Once you have made the final revisions to your speech you need to time yourself to ensure the speech is between 3 to 5 minutes.

Step Nine: **Memorize your speech!!!** Many students have spent a lot of time writing a great speech, but have received a poor mark because they read their speech in front of the class. You need to practice reciting your speech many times in front of family, and/or close friends, which will give you confidence later for your audience. Note, you will be allowed to use cue cards during your speech.