



SPEECH MAKING & PUBLIC SPEAKING:

WRITING AND DELIVERING A SPEECH (PRIMARY) #esufestivalofspeaking

Planning your speech

Choose one of the ESU Festival of Speaking's specific themes or your own theme, but make sure that whatever you talk about is something you are interested in or feel strongly about - your audience will be interested if you are.

Think about the aim of your speech - are you trying to persuade your audience? Do you want to inform them about a topic? Try to sum up what your speech is about in one sentence so you are absolutely sure of the main point you want to get across.

Even if you have a strong opinion on your topic, consider both sides of the argument but make it clear at the end of your speech what you think.

Ask your friends, teachers or members of your family what they think about the topic and ask them to question your ideas if they disagree. This will help you prepare well.

Writing your speech

Your audience will be a mixture of adults and children, so when you are writing your speech make sure you use points and arguments which will appeal to both groups.

Your speech should be split into three parts:

- Introduction
- Main points
- Conclusion

Introduction

Relate the topic to your audience: think about why anyone watching and listening should be interested in your topic.

Make your audience sit up and listen; you could start with a quotation, question or statistic, for example.

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Show the audience the importance of the topic: for example, who is affected by it, how much money is involved, how it impacts on people's emotions or health.

Main points

You should have 2 or 3 main points in your speech.

Clearly state each of your main points and back them up with evidence, including facts or statistics (from a reliable source).

Use stories about yourself or others to make your speech more effective and interest your audience.

Think about the arguments against your points and explain why you disagree.

Finish each point by making it clear what your opinion is.

Conclusion

Your conclusion is your chance to remind the audience of your main argument.

Go back to your introduction, reminding your audience of what you wanted to achieve with your speech.

End on a phrase or sentence which the audience will remember!

Delivering your speech

Once you have written your speech, you need to think about how you are going to deliver it. Some things to consider:

- If you can, try not to have your speech written out in full just have notes of the key points you want to make;
- Rehearse your speech a few times beforehand with an audience (family, teacher or friends);
- Take your time speaking and use pauses to add impact to what you say;
- Get across the meaning of your sentences by emphasising important words and phrases;
- Vary the volume of your voice speaking more loudly can show you feel strongly, lower your voice to make a key point and the audience will listen more carefully;
- Keep your audience engaged through your facial expressions and gestures;
- Keep good eye-contact with the camera so everyone watching feels that you are talking to them;
- Relax and HAVE FUN!

Plan. Practise. Perform. Post!

ENGLISH-SPEAKING UNION