

SENIOR THREE ENGLISH PAPER 1

SPEECH WRITING.

A speech is a formal address or discourse delivered to an audience. It can also be the expression of or the ability to express thoughts and feelings by articulate sounds.

A good speaker should always put into consideration their audience for this will enable them choose an appropriate and suitable topic to deliver and language to use.

TYPES OF SPEECHES

1. Entertaining speech:

This is to amuse the audience and entertain them. Entertaining speeches are usually less formal in nature to help communicate emotions rather than to simply talk about a couple of facts.

Examples of such speeches are, birthday speeches, talent show speeches, maid of honor speeches etc.

2. Informative speeches;

These aim at educating the audience. Informative speeches simplify complex theories into simpler or easier to digest and less ambiguous ideas hence conveying information accurately.

These speeches depend more on facts, statistics and studies.

Examples of such speeches may include, speeches given by teachers or staff members in meetings, speeches about health, about Road safety etc.

3. Demonstrative speeches;

This type gives to demonstrate how something works or how to do a certain thing. Demonstrative speeches utilize the use of visual aids or physical demonstration along with the information provided.

An example of this would be;

-A speech by the chef describing how to prepare a recipe.

-Speeches given by marketing agents demonstrating their products etc

4. Persuasive speeches.

This is where a speaker tries to prove why their point of view is right and by extension persuade the audience to embrace that point of view. Persuasive speeches may require facts or evidence or even the use of emotional triggers to spark specific feelings in the audience.

Examples of such speeches include;

-Speeches given by politicians

-Speeches given by students asking to be voted into power / leadership.

5. Motivational speeches.

These are written to persuade or convince the listeners to take action to improve. These involve convincing someone that increased effort and energy will lead to improved performance.

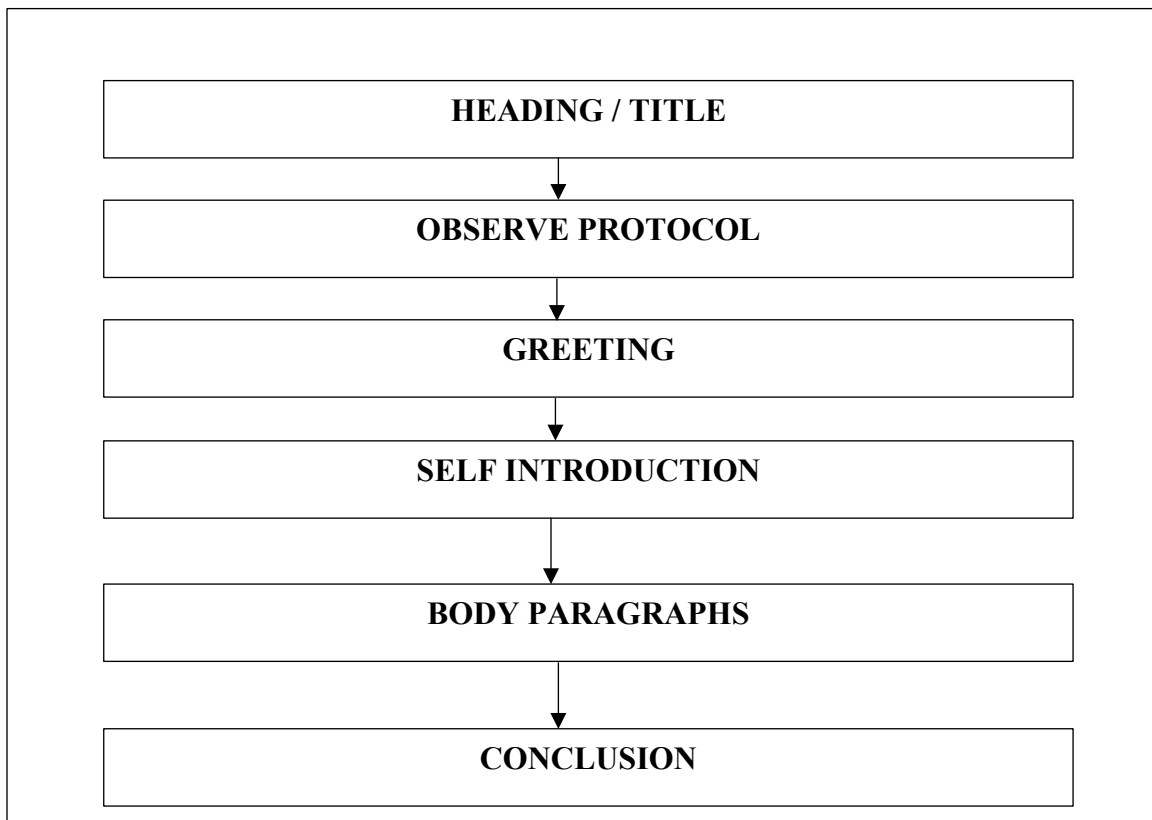
6. Debate speeches.

This type of speech aims at the speaker justifying their stand toward something rather than convince the audience to share their views. Debate speeches help develop the speaker's critical thinking, public speaking and research etc.

6. Special occasion speeches;

These may include; ceremonial speeches like graduation speeches, wedding speeches, inaugural speeches, introductory speeches and tributary or eulogy speeches etc.

STRUCTURE / FORMAT OF WRITING A SPEECH.



TIPS TO WRITING A SPEECH

1. Heading / Title

The heading must be written in the upper case. In the title, one is expected to show the person delivering the speech, to whom the speech is being addressed, the topic or occasion and where the speech is to be held. For example;

A SPEECH TO THE PARENTS BY THE HEADTEACHER ON A THANKSGIVING CEREMONY HELD IN THE MAIN HALL.

2. Recognition of members;

A good speaker must observe protocol and it is a must to do so. It is wrong therefore for one to say; “all protocol observed”

When observing protocol, hierarchy is paramount; members must be recognized in regards to the positions they hold in society-thus, from the highest to the lowest and often end in ladies and gentlemen. For example, in our school setting, this would go as follows;

The Executive Director Dr. Lawrence Mulindwa, our dear headteachers, the Director of Studies, teaching and non-teaching staff, the prefectorial body, gallant students of this mighty institution, ladies and gentlemen.

Note: the protocol must be written in one clear paragraph.

3.Introduction.

Having observed protocol, the speaker should then extend a greeting to his or her audience. This will draw the listener’s attention to the speaker.

Next, the speaker goes ahead to introduce themselves and the position in which they stand to deliver the speech. This will automatically go in line with the introduction of the topic or subject. As we do this, one must always remember what a strong and good beginning easily connects with the listeners hence, drawing their whole attention to the speaker.

The following techniques can be employed when writing the introduction;

- telling a story in line with what one is to talk about.
- Using powerful statements / phrase of importance.
- Opening with a relevant quote.
- putting up a question that matters to the audience
- Reading a letter.
- Using facts or statistics.

4. Body paragraphs;

Content is developed here and it is done in indented paragraphs. The speaker is expected to now deliver a speech on the subject or topic that has already been introduced. This must be well backed with supporting evidence, using concrete words and examples.

A good speech writer must always remember that they are writing a speech not an essay. So they should write like they are talking- in so doing, the writer gets their facts together to be able to persuade with a classic structure.

Therefore, a good writer should employ the use of Rhetorical questions, Reference to situations, proper choice of words (diction) and humor to be able to keep the reader / listener interested.

5. Conclusions;

This is where the speaker gives his or her closing remarks by writing a summary of the points discussed, restating the thesis, calling for action or even thanking the audience.

The writer must give priority to the first and last statements so as to create an ever-lasting impression. Remember, the end can even be better than the opening; as the brightest fireworks is always saved for the last!

A TRIBUTE / EULOGY

WHAT IS A EULOGY?

A eulogy is a speech given at a function or memorial service praising the deceased.

A eulogy is an opportunity to share your love for the deceased and shed light on what he / she was like as a person. This helps those who did know and love the deceased to come to grips with their grief.

When writing a tribute, elaborate on the life and personality of the deceased. That is to say offer, in your writing, a few reflections and shed light on what the deceased was as a person. In doing this be sure to include any volunteer activities and community service in the deceased's life. This gives you an opportunity to share your love for the deceased also will honor the deceased and also provide a measure of comfort for the mourners.

Note: a eulogy is not the same as an obituary. An obituary is a death notice that appears in newspapers and online.

STRUCTURE OF WRITING A EULOGY

TITLE / HEADING

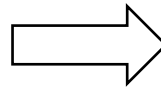
Should be written in upper case

→ Person delivering the speech

→ Occasion

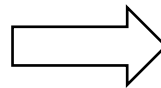
→ Where (Venue)

OBSERVE PROTOCOL



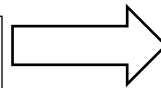
Should be written in one clear paragraph

EXTEND A GREETING



In this case only use: It's a pity or it's a shame

SELF INTRODUCTION



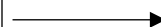
Writer's name and mention the name of the deceased.

BODY PARAGRAPHS

(CONTENT)



→ Give your relationship to the deceased.



→ Express your condolences.

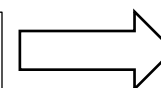


→ Talk about what made the deceased special, their hobbies.



→ May give the cause of death.

CONCLUSION



Offer words of comfort and bid a final fare-well in closing

AN EXAMPLE OF A WRITTEN TRIBUTE

A TRIBUTE BY A FRIEND TO THE MOUNERS ON THE BURIAL CEREMONY OF JOHN.S AT HIS HOME IN MASAKA

The clergy, friends of John, fellow mourners, ladies and gentlemen. It's a pity!

My name is Kula Joan, a friend and colleague to now the late Ssekibobo John. It is so saddening to know that John so youthful and full of energy is now no more.

John was such a wonderful friend that I am not sure I can really express just how much I will miss him. Not only was he a wonderful colleague but a best friend and a great servant of God too.

John has been ailing with a heart problem for a longtime which eventually took his life, but his did not hinder at any one moment, his ability to make everyone feel comfortable, secure and loved.

I remember the first time we met, way back in primary-where I was taken to boarding school for the first time. When my parents left, I felt the whole world crumbling down on me. I ran behind the old buildings and cried there alone. Suddenly, I saw a white cloth before my tear-stricken face being given by a small handsome boy and told me not to cry or worry for he was to take care of me. I looked straight in his eyes and I found comfort. His smile brought hope in my life. Having sat together for some good time, we walked hand in hand – heading for class. It was after that time that Johnie as I usually called him, and I became inseparable friends. Indeed, death is a thief! It has robbed me of a great friend.

John was well mannered and polite. His joviality and good nature attracted people the moment he walked in the room, and you will all agree with me that no one can ever forget his contagious laughter.

He was also very hardworking and he always encouraged us to be involved in life- he brought out the best in us as employees. John would always say, "you can rest on your laurels, Joan, you must keep forging a head and make the best of everything."

John maybe in heaven now but I know he is looking down at us with a big smile on his face saying "forge a head- make the best of life and I will see you soon. We have work to do up here too."

To me, it is a great privilege to write this eulogy to express the sadness that all of us share over his loss.

Gone too soon dear friend.

Good bye!

EXERCISE:

Imagine you lost your favorite cousin and have been asked to speak at her funeral on behalf of your family. Write your speech.