



## SPEECH MAKING & PUBLIC SPEAKING:

### WRITING AND DELIVERING A SPEECH (SECONDARY)

First of all consider: what makes a good speaker?

To be a great speaker you need to:

- engage your audience (who are watching your video) with your words, your voice and your personality
- keep their attention by varying your expression and the mood of your speech
- structure your speech so that the audience can follow your reasoning
- consider both sides of the topic but lead to one clear conclusion
- be well prepared, but not over-rehearsed

### Planning your speech

Either select one of the ESU Festival of Speaking's specific themes or choose any topic in which you are interested and about which you have things to say.

Try to sum up what your speech will be about in one sentence so you are absolutely sure of the main point you want people to understand.

You could get friends and teachers (remotely) or members of your family (at home) to add their thoughts to your speech topic and to question your ideas if they disagree with points you want to make. This will help you prepare really well.

### Writing your speech

Your speech should have a good structure and should separate into three parts:

- introduction - get the attention of your audience, tell them what the main point of your speech is and why it is important
- main points - organise your 2 or 3 points, and add the evidence for them and show the audience what the other side of the argument might be
- conclusion - tie the speech together for your audience, and remind them of what it is you wanted to achieve by speaking to them

### Main points

- Choose your evidence from a reliable source (telling the audience what the source is) when you use any facts or statistics.



- Stories about yourself or others that illustrate your point (anecdotes) can often make your speech more effective.
- Present the evidence you have found so it leads to a logical conclusion, forming a strong argument.

## Conclusion

Your conclusion is your chance to remind the audience of your main argument. Take us back to your introduction, reminding us of what you wanted us to achieve with your speech. End on a memorable phrase!

## Delivering your speech

Once you have decided what your speech is about, you need to think about how you are going to deliver it. There are lots of things to consider. . .

- Style: remember this is a speech not an essay; there should be a mixture of sentence lengths.
- Vocabulary: be aware you are talking to adults as well as to your peer group.
- Pace: be careful not to rush! Again, practise with a member of your family or with teachers and friends remotely.
- Pauses: use pauses to add impact to your speech.
- Expression: make sure that you've really thought about the content of your speech and that your delivery reflects this.
- Emphasis: add impact to your sentences by emphasising important words and phrases.
- Body language: everything from your stance to your face and hand gestures can give your speech more impact.
- Eye contact: maintain good eye-contact with the camera so that all watching feel involved!

## Plan. Practise. Perform. Post!