

SPEECH PREPARATION

With a grasp on the fundamental issues before you, it is now time to think about how you will present your policy in speech. Although some may be great impromptu speakers, the majority of people need a certain degree of preparation before they can address a group publicly. Indeed, most good speeches are not spontaneous. The process of writing a well thought-out and captivating speech begins with the organization of research, and an understanding of structure and form.

FACT SHEET

First, you must assemble all the information you want to convey. This does not mean you should put in all the information you have at your command. Put in what is not only important to the argument you are presenting, but also what is interesting. Your entire speech should move toward making a point that listeners can look forward to and fasten on to. However, making your argument interesting will never hurt. It is usually a good idea to start with a fact sheet.

SAMPLE FACT SHEET

From this brief excerpt you can get a feel for the type of information that is useful to have on a fact sheet. Remember, you may also want to include other categories such as past UN actions, important treaties, etc.

Topic: Landmines

Delegation: Canada

General Facts:

1. The worst residue of the Cold War is the approximately 110,000,000 antipersonnel mines buried or actively deployed in 70 countries. Most mines are found in the poorest of countries: Sudan, Angola, Vietnam, Croatia, Mozambique, Eritria, Bosnia, Afghanistan, Cambodia.
2. What costs \$3 to produce and deploy in a combat zone may cost \$1,000 to find and remove after peace is declared. Demining claims one life for every 5,000 mines deactivated. More than 200 UN peacekeepers have been killed by land mines.
3. The task of demining is enormous at the present rate, it would take 1,100 years to find and remove every mine currently deployed. Meanwhile the loss of life and limb would continue unabated.

Country Position:

1. In October 1996, Canada hosted a global conference in Ottawa to discuss a strategy for achieving a comprehensive ban on antipersonnel mines.
2. Canada began to work with a global partnership of NGOs, international organizations and similarly concerned states in January, 1996 to push for rapid progress towards a global agreement which would create a comprehensive ban

Once you have your research in order you can begin to work on the speeches themselves.

SPEECH STRUCTURE

All good speeches have a clear and argumentative structure. In general, most speeches should include the following aspects:

□ The Hook

Start with something interesting to capture the listener. Maybe this is an anecdote, maybe a particularly alarming statistic, or maybe a fictional story that demonstrates your point. It just has to be something that immediately warrants attention and, ideally, a certain amount of respect and urgency from everyone in the room.

□ The Facts

Next, integrate the necessary background material and research you think are important. This should basically be the act of verbally gathering evidence for your case--the final point that you will make in the closing of you speech. Don't give a laundry list of statistics or dry facts. You will need to find the balance between giving a report and telling an interesting story with your speech.

□ The Conclusion

A good speech leads the audience from an interesting example, through the accumulated evidence, and arrives finally at a strong point pertaining to your country's policy or plan for action.

At the end of your speech, your audience should remember you and the main point of what you said. Even if you have to repeat the thesis of your speech at the end, make sure that your stance on the issues at hand is obvious.

SPEECH WRITING METHODS

With an understanding of the general structure of a speech, we can now examine the different methods of writing a speech. Some people write out speeches in their entirety, some use only notes, while others formulate the speech in their heads and don't bother writing anything down. It depends on your speaking style. There are benefits and drawbacks to any approach.

A fully written speech can often be clearer and guarantees information will not be left out. But, merely reading your speech might be mundane, uninteresting, and demonstrate a lack of intrinsic understanding of the topic. Using just notes allows you to seem more confident and better in control of the information. But it leaves room for error in delivery. Using no notes signifies ultimate confidence and control, but is dangerous as information can easily be forgotten or left out. Using no notes also risks tripping up in the middle of a speech and turning a great presentation into an awkward experience for all.

By using the previous fact sheet, let us compare what a speech would look like in note form and fully written out.

VISUAL AIDS

If there is a graph, map, or other visual aid that will help get the point of your speech across more effectively, by all means, feel free use it. Don't, however, use a visual aid for its own sake. Visual aids should compliment and complete a speech; they should not simply be tacked on for no apparent reason. With this warning in mind, here are common aids that our widely used at MUN conferences:

- Transparencies: A simple yet effective means to present graphs, charts, maps etc. Make sure your information is legible and relevant.
- Committee Handouts: A good way to make an impression on the entire committee with your country's solutions and ideas. Make sure to have enough copies for the entire committee.

1. Hook: What do we get from a cost and benefit analysis of landmines?
2. Cost and Benefit of Landmines
A. \$3 to produce and deploy
B. \$1000 to find and remove
C. Demining claims one life for every 5,000 mines deactivated.
D. We are forced to look at the solution in terms of cost and benefits as well.
E. This form of problem solving doesn't get at the root of the problem, it doesn't look at the long term.
F. In 1996 Canada held a conference to address landmines beyond the cost benefit analysis.
G. Political Will becomes main objective
3. Conclusion: Throw away statistics, and turn to a method of problem solving that attends to the subject matter itself by signing the ban.

NOTE FORM

Many delegations have reduced the issue before this committee to a simple matter of cost/benefit analysis. They find it so easy to translate the problems of landmines into dollar figures and to turn the victims into faceless statistics—numbers that we are trying to get under control through policy. These delegates have said things like landmines cost \$3 to produce and deploy. They say things like it costs \$1000 to find and remove one landmine. They say that for every 5,000 mines that we deactivate one life is lost in exchange. And so on and so forth. We've heard it over and over again. But, what have we already assumed by proceeding in this manner? What approach have we already committed ourselves to by starting with the cold hard numbers and nothing else? Ultimately, Canada feels that we should abandon this talk of cost and benefits quickly find a solution.
Thank you.

FULLY WRITTEN