



General Tips for Preparing your Speech

Organising your Speech

- **INTRODUCTION**

Must make an impact on the audience.

Must Introduce the speaker and the title of the speech.

- **BODY OF THE SPEECH**

Must be coherent with the introduction.

Must present ideas in a clear, logical sequence that can be easily followed by the audience, in addition to presenting compelling evidence.

- **CONCLUSION**

Must make an impact on the audience and link back to the introduction.

BEAR IN MIND:

- The text of your speech must clearly address the topic selected for the competition.
- Strive to present a groundbreaking or unpredictable train of thought.
- Avoid long sentences which are likely to stray from the original train of thought.
- Your text must be suited to your level of English, which means that it should contain vocabulary and structures you know how to use.

KEY POINTS e SUPPORTING DETAIL:

Mind the number of key points and the amount of supporting detail you wish to address. If you attempt to cover too much information in too little time, the speech may turn out superficial.

Suggestion:

- 1-minute Speech: 1 key point e 1 piece of supporting detail
- 2-minute Speech: 2 key points e 2 pieces of supporting detail
- 5-minute Speech: 3 ou 4 key points and pieces of supporting detail.

PRESENTATION
(posture and delivery)

- The speech must be presented to the audience and not the judges.
- Pauses (not too long) and variation in your tone of voice will prevent a monotonous speech.
- Non-verbal communication is essential. Effective body language enhances the clarity of ideas. However, don't exaggerate or pace about the stage. Move around only when the movement feels natural and appropriate for the speech.

- Make sure your voice can be clearly heard by all members of the audience and is perceived as natural (no yelling).
- Make eye contact with your audience.
- Smile and demonstrate self-confidence.
- Speaking fast does not indicate fluency. Adjust your pace so that the audience can keep up with your message.

REGARDING THE USE OF NOTES:

Notes are allowed, but ensure you use them in accordance with the rules so you are not penalised.

- Don't read your speech out loud.
- Include only keywords which will help you get back on track in case you stray from the train of thought.
- Write your notes on small, manageable cards which won't get in the way of your body language and delivery.
- If you believe you may not need the notes, keep them in your pocket.

**ADDRESSING QUESTIONS POSED BY
AUDIENCE MEMBERS AND JUDGES**

- Be prepared to answer questions - try to predict what may be asked and think about how you may respond.
- Don't be afraid to pause before you start your answer.
- If you don't understand the question that has been posed, politely ask that the person addressing you to the repeat.
- Clearly answer the question that has been posed. Don't merely exploit the questions to extend your original speech.
- Avoid long answers. Answers that are brief and to the point are clear and well received.

- Some questions may require you to defend or justify your point of view. Be careful not to initiate a debate with the person who posed the question.
- When answering questions, avoid repeating what you have said in your speech. Try to use new or additional information.
- Leave out 1 or 2 prepared key points related to the main topic. With luck, the questions asked may be answered with this information.

PRACTISING

- Write your speech and ask the teacher helping you to revise your text.
- Read your text aloud and time yourself to give you an idea of speaking time. Trim your speech as needed.
- Begin memorising the text and practise producing longer and longer stretches of the text without looking at your notes.
- Record your production and listen to yourself.
- Practise delivering your speech to your teacher and other people.