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ENGLISH

Introduction to Speech Writing

What is a Speech?

A **speech** is a spoken discourse or an expression of ideas that is delivered in front of an audience by the speaker.

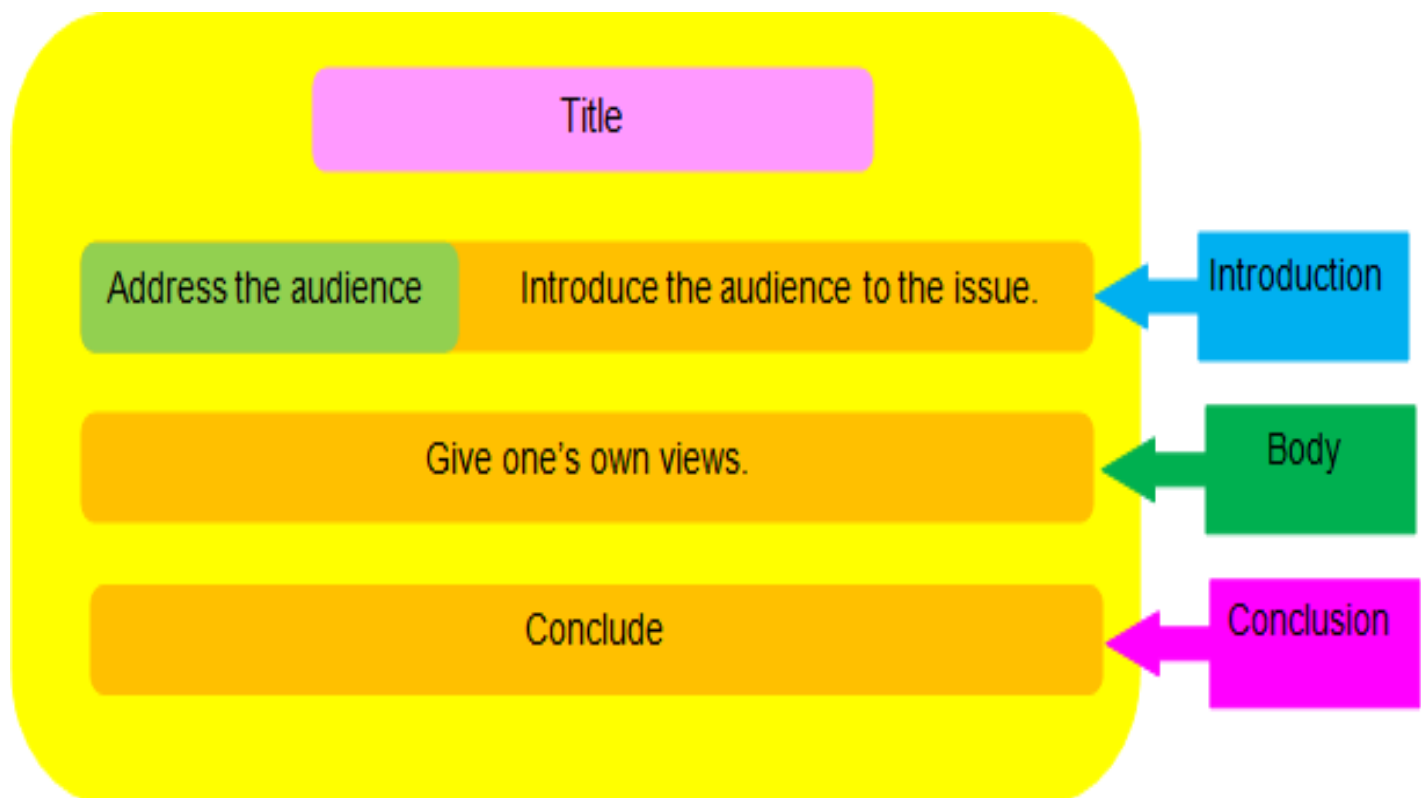
A speech can perform one or more of the following functions:

- **To convince the audience:** „Reasons why I Believe Indians don't have Civic Sense'
- **To provoke the audience to take an action:** „Report Corruption to Kill Corruption'
- **To inspire the audience:** „Do One Good Deed A Day'
- **To inform the audience:** „Beauty Magazines Promote Low Self-esteem'

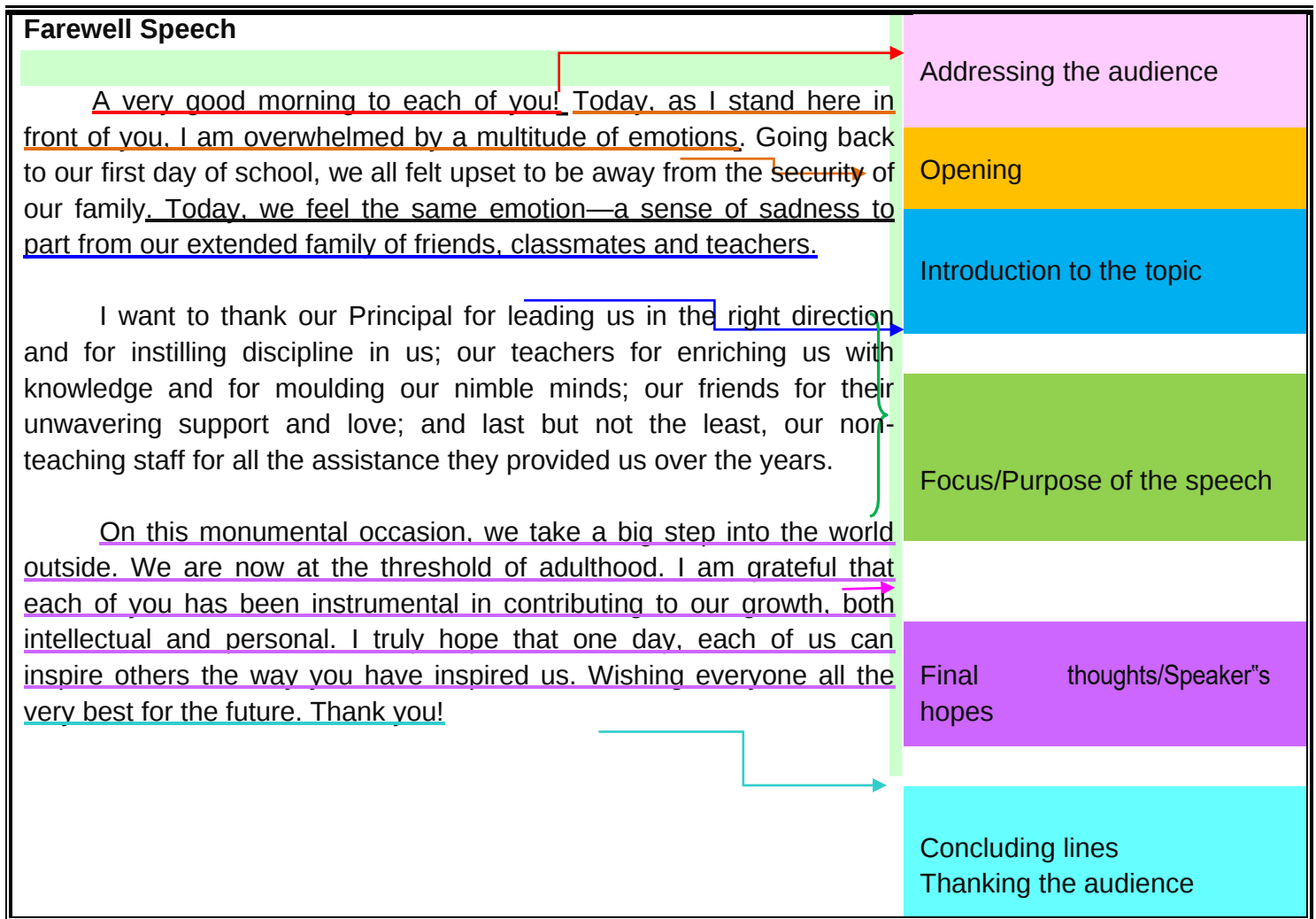
Format of a Speech

Like other forms of composition, a speech also comprises **an introduction**, **supporting ideas** and **a conclusion**.

The format of a speech:



Example:



How to Write a Speech

- Before one starts writing, ask three questions:
 - What is the purpose of the speech?
 - Who is the audience?
 - How long will the speech last?

Example:

Topic: The Curse of Global Warming

Purpose: To enlighten the audience about the harms of global warming

Audience: Classmates and teachers

- Engage in brainstorming and uncover all the points that could be made in the speech.

Example:

- Ignorance related to global warming
- Its slow manifestation
- Who are the culprits?
- What are the steps to be taken?
- What could happen if it is ignored?

- Structure your writing. Divide your speech into **three** paragraphs that have an **introduction**, a **body** and a **conclusion**. The introductory paragraph should also contain an **address** or a **greeting** to the audience (refer to the example on page 2).

Types of address:

- A very good morning/afternoon/evening to everyone present here.
- Respected Principal, teachers and friends...
- Ladies and gentlemen, I welcome you to...

- Always state the **purpose** behind the speech.

- The purpose of my speech is to highlight the problem of global warming.
- Today, I intend to bring to your notice, the problem of global warming.
- I stand in front of you today to talk about a heinous problem called global warming.

- Create a rough **outline** of the speech before writing.
- Write from the perspective of the listener, not the speaker. Good speeches are written keeping the audience in mind.
- Use **pronouns** such as „You‘ and „We‘ to address the audience. This adds a personal touch to the speech.

- I stand in front of you...
- I want you to ponder...
- Is this the nation you have dreamed of?

- Refer to yourself in the **first person** by using pronouns such as „I‘ and „Me“.
- Use repetitions of words and phrases to create an impact.

- I dream, I hope and I envision a day when...
- We can and we will...
- From the peaks of the Himalayas, to the depths of the Indian Ocean...

- Make use of transition words and phrases to connect points in a smooth and logical manner.

- The next point I would like to make is...
- That brings us to the main purpose...
- Not only ... but also
- Let me begin with...
- Likewise...
- Contrary to popular belief...
- In conclusion...
- I would like to end my speech by...

- Make the speech memorable by using metaphors, similes and other analogies.

- We have before us a mountain of a problem...
- It is a beautiful symphony of brotherhood...
- Like a ray of sunlight that brightens our mornings, this has brightened our lives with a renewed hope...

- As a speaker, exhibit **moral conviction** in your speech. Employ a sombre tone to address a serious topic. Do not use humour or sound flippant when talking about a sensitive issue. This will affect your credibility as a speaker.
- Ask rhetorical questions for maximised effect. Rhetorical questions are those that are asked to make a point rather than to elicit an answer in order to get a kind of response you expect from the audience.

- Is there a solution to this problem?
- Are we truly that helpless?
- Does the government think the citizens are idiots?
- What have they done for us?

- In the concluding paragraph, state your vision for the future or your hopes.

- I hope that one day the world will wake up to this injustice...
- I see a future where the next generation will breathe clean air...
- Let us all cooperate and bring about a revolution...

- Conclude the speech by thanking the audience or by stating a powerful quote.

- Thank you for your patience.
- I would like to conclude this speech by expressing my heartfelt gratitude towards you.
- In the words borrowed from *Star Wars*, „May the force be with you!“
- As Benjamin Parker once said, “With great power comes great responsibility.”