

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.

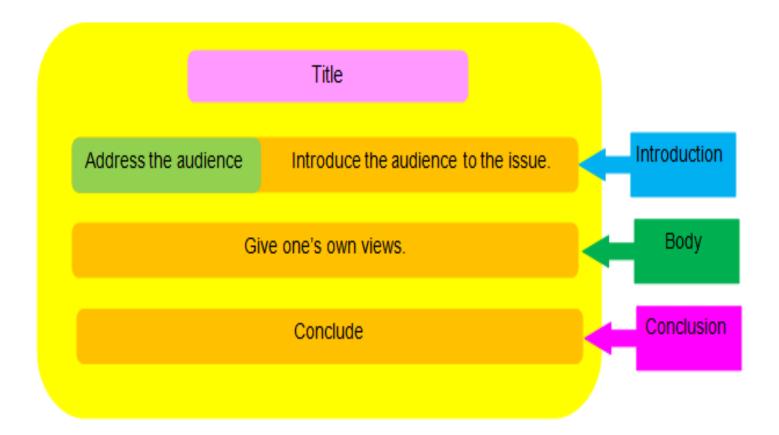
A speech can perform one or more of the following functions:

- 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:

Farewell Speech

A very good morning to each of you! Today, as I stand here in front of you. I am overwhelmed by a multitude of emotions. Going back to our first day of school, we all felt upset to be away from the security of our family. Today, we feel the same emotion—a sense of sadness to part from our extended family of friends, classmates and teachers.

I want to thank our Principal for leading us in the right direction and for instilling discipline in us; our teachers for enriching us with knowledge and for moulding our nimble minds; our friends for their unwavering support and love; and last but not the least, our norteaching staff for all the assistance they provided us over the years.

On this monumental occasion, we take a big step into the world outside. We are now at the threshold of adulthood. I am grateful that each of you has been instrumental in contributing to our growth, both intellectual and personal. I truly hope that one day, each of us can inspire others the way you have inspired us. Wishing everyone all the very best for the future. Thank you!

Addressing the audience

Opening

Introduction to the topic

Focus/Purpose of the speech

Final thoughts/Speaker"s hopes

Concluding lines
Thanking the audience

How to Write a Speech

- Before one starts writing, ask three questions:
 - o What is the purpose of the speech?
 - o Who is the audience?
 - o 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

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

Example:

- Ignorance related to global warming
- Its slow manifestation
- o Who are the culprits?
- O What are the steps to be taken?
- o 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:

- o A very good morning/afternoon/evening to everyone present here.
- o Respected Principal, teachers and friends...
- o 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.
 - o 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...
 - o 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...

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- 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...
 - o Not only ... but also
 - o Let me begin with...
 - o Likewise...
 - o Contrary to popular belief...
 - o 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...
 - o 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.
 - o Is there a solution to this problem?
 - o Are we truly that helpless?
 - o Does the government think the citizens are idiots?
 - o 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...
 - o 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.
 - o In the words borrowed from Star Wars, "May the force be with you!
 - o As Benjamin Parker once said, "With great power comes great responsibility."