

## English 12: Delivering a formal Speech

For this assignment you will be making a speech explaining why the person you have chosen is inspirational, fascinating, or worthy to be remembered. You may use the information from your research essay, but remember that this is a speech, and speeches differ from other texts in a variety of ways:

### You Need to Get Their Attention

Nobody likes to be bored. So put yourself in your audience's shoes. Find an interesting way to start your speech. You might start with a quote from the person you admire, a line of poetry that describes them, or even a small joke. People remember the first thing you tell them and the last thing you say the best.

### Tell Them What You're Going to Tell Them

Speeches are different from written communication. People hear the words instead of reading the words. When people read and don't understand something, they can go back and read it again. But with a speech, listeners have to get your points the first time. They can't "re-listen." So it's a good idea to explain quickly what your main point is going to be. That helps the audience know what to listen for. For instance: *"Today I want to talk to you about Canada and how we, as a new graduating generation, can help Canada continue to shine as a great country."*

### Give Verbal Signposts

Some famous speeches use repetition of words and phrases to hammer home their main point. Use transition words (Furthermore, on the other hand, firstly) to help your audience follow along.

### Use Simple sentences and use Repetition

Again, your audience can't go back if they tune out or are distracted. A brief lack of focus happens to all of us, and you need to be able to "get the audience back" if they start to drift. Using shorter sentences, and repeating your points helps to make things clear – but try not to be too patronizing.

### End With a Bang!

After you've explained your main ideas, it's a good idea to end your speech with a rousing conclusion. Leave people feeling excited and that's what they'll remember about you. For instance:

*There is no one else like my person, and there never will be. The same is true for you. Go out and be the best you there is!*

Your speech must be at least one minute long, and should be delivered to the class as a whole. If you are not ready at class time and need to present to me alone, you will not be able to achieve a grade higher than Satisfactory (70%). If you aren't able to make your speech in front of the class, let me know and we will make other arrangements. This will result in a reduced mark as well.

## Practice your speech

After you've written your speech, it's time to practice saying it. There are two main tips to help you get ready.

1. **Say It Out Loud.** Get rid of any tongue traps or things that just don't come out right.
2. **Switch your speech to flash cards or to your phone.** Yes, there are apps for speech notes.
3. **PRACTICE, PRACTICE, PRACTICE.** If you know your speech well enough that you could forget your notes and still be okay, then you will have the confidence to do well, notes and all.

## Say It Out Loud

You can't just mumble to yourself! You must practice reading your speech like you're really talking to a group. Why?

- First you'll find out how long it is. Remember, one minute is the minimum.
- Second, when you read out loud you hear problems that your eyes didn't notice, like sentences that are way too long and seem to go on forever like this sentence does, so that I can make a point about sentences that are too long. (*Whew! Can you say that sentence without taking a breath or stumbling?*)
- Third, when you read out loud you'll hear accidental tongue-twisters. For example, these sentences are easy to read to yourself. But try to say them out loud! (*You'll hear what I mean!*)

**The principal pleasantly prepared to pack his putter for the party.  
Sarah sold her seashells slowly Saturday.**

## Delivering your speech

Okay! You've written your speech, and you've practiced reading it aloud. Now it's time to present your work. Here are some tips to remember as you present your final product:

### Slow It Down

Many people experience stage fright when called upon to speak publicly. The result can be racing through your speech without pausing. (I have done this myself, and I have a few tricks that work for me.) Try to speak slowly and clearly in a voice that is loud without shouting.

### Keep It Lively

While it's important to speak slowly enough that people will hear what you have to say, it's also important to speak with enough emotion and feeling that people will want to listen. Practice speaking with conviction. Include some pauses and emphasize your key points with your voice. Refer to your marked-up script.

### Make Eye Contact

Look up from your paper whenever you can. Your goal is to engage your audience and make them feel as if you are addressing them personally. If you feel nervous, one trick is to look out at

your audience as if you're making eye contact, but don't actually look at anyone directly. And don't pick out one person and stare. A common mistake is to focus on the teacher and forget the rest of your audience. It can feel kind of rude to the people in front of you . . .

## **A note about body language**

People making speeches often find themselves at the front of the room, with only a small area to move in. It can be pretty distracting if you decide that you are going to pace around the room, but when we stay in one place we tend to adopt an attitude and stick to it. It helps to remind yourself to shift your body weight from foot to foot throughout your speech and to make sure you lower your shoulders before you begin. If you appear relaxed, your audience will relax with you. If it feels natural to you to move your arms, then do, but don't feel you need to choreograph your speech.

## **On Speech Day**

You will be given four copies of the marking sheet. Put your name on all four. One will be for me, and the other three will be handed out to peers in the class.

You should receive marking sheets for three other students in the class. Your job is to put your name on the back of the other sheet, and to honestly assess the speeches of each of the students assigned to you. You will get marks for marking other students.

The marks given to you by your fellow students will make up 30% of your speech total mark, and the teacher mark is worth 70%. I use a spreadsheet to figure this out, so you don't need to worry about adding the marks up.

## Speech Marking Criteria

Speaker's name: \_\_\_\_\_

- 6: exceptional
- 5: proficient
- 4: competent
- 3: minimally acceptable

- 2: did not meet requirements
- 1: attempt was made, but was unsuccessful
- 0: no attempt was made

Name:		
<input type="checkbox"/> Whole class	<input type="checkbox"/> Small Group	<input type="checkbox"/> Individual
<b>Body Language and actions:</b> relaxed stance, good use of space, appropriate use of hand, use of facial expressions  Notes:		/6
<b>Tone of voice:</b> clarity and volume (loud and clear); emotion; no sense of being read (variation in volume and pitch, appropriate stops at end of sentences), appropriate pacing		/6
<b>Preparation and performance:</b> Rehearsed (no pronunciation surprises, no sense of being read or tied to notes)		/6
<b>Style of language:</b> (imaginative vocabulary, figurative language appropriate for speeches, combination of sentence styles)		/6 * 2
<b>Style of speech:</b> (writing for an audience, adjusting style for a purpose)		/6 * 2
<b>Ready on time:</b> (organization, preparing for a purpose)		/6
<b>Size of audience</b> (whole class = 6, five peers = 4, individual with teacher = 2)		/6 * 2
<b>Total for speech:</b> (I will add these up. Student markers are 30% of your mark, teacher mark = 70%)		/60