**Matter**

**Speech content. What is said.**

- **Topic Selection** - Choose a topic that you feel strongly about or find interesting. Speeches should be as original as possible.
  - Involvement of parents/teachers is encouraged, although students should write their own speech, in their own words.
  - **Stage 1**: choose simple topics that relate to your own experience.
  - **Stage 2**: speak about other people in relation to your topic.
  - **Stage 3**: speak about issues or problems in society.
- **Point of View** - Your speech should share your opinion about something.
  - Write your speech in 'Exposition' style, not an 'Information Report'. Stage 2 and 3 need to justify their opinion.
- **Examples** - Opinions should be logical and be supported by examples. Speak about 'real world' people, places and events.
- **Language and Vocabulary** - Make it persuasive and convincing. Make sure you understand and can pronounce all the words.

**Method**

**Speech structure. How it is organised.**

- **Beginning** - There are 3 ways to begin a speech: Story, Statement, or Question. Make your beginning really interesting.
- **Middle** - Where you get your message across. Plan carefully, so you link ideas and examples. Your point of view should be clear.
- **Conclusion** - This ties your arguments together. Include a short final statement. Avoid thanking the audience, the audience thanks you by applauding.
- **Timing** - Speeches have required times, so practice this at home. They should not be too short, but should also not be too long!

<table>
<thead>
<tr>
<th>Prepared Speech Times</th>
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<tr>
<td>Kindergarten: Optional</td>
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<tr>
<td>Stage 1: Year 1 and 2</td>
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<tr>
<td>Stage 2: Year 3 and 4</td>
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<tr>
<td>Stage 3: Year 5 and 6</td>
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**Try to...**

- Hook the audience from the first line
- Maintain good eye contact
- Use natural gestures
- Use facial expressions, especially your smile
- Make an impression with your final statement
- Enjoy yourself!

**Try not to...**

- Introduce yourself or your speech
- Sing, act, dance or use props
- Over-gesture
- Use lists
- Say thank you at the end
- Write a speech that is too short or too long

**Manner**

**Speech presentation. How it is said.**

The key to good manner is being natural. Props, acting, singing or dancing aren’t allowed.

- **Palm Cards** - Speakers must refer to palm cards, not pieces of paper. They should be used more as 'points', so speeches are delivered not read. Size of Palm Cards are:
  - **Stage 1**: 1/4 of A4 page (14 x 9cm max)
  - **Stage 2 and 3**: 1/8 of A4 page (10 x 7cm)
- **Eye Contact** - Look at the audience for short periods of time.
- **Stance and Gesture** - Stand comfortably without fidgeting. Natural gestures are OK, but remember Public Speaking isn't Drama.
- **Voice** - Voice should be clear and audible. Microphones are not used. Likewise, speakers should not yell at the audience.
- **Expression** - Natural expression is best, like you are having a conversation.

**Parents can...**

- Help children choose a topic they enjoy talking about
- Ask, what is their opinion? Why? Ask lots of questions!
- Encourage examples and editing
- Listen... they love to practice with you