



**INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS XI
SPEECH WRITING**

Speech writing and delivery isn't just for politicians. The skills needed to write and speak your ideas will help you in every aspect of your life. Speeches are different from written communication. People hear the words instead of reading the words. With a speech, listeners have to get your points on it hearing the first time.

The basic speech format is simple. It consists of *three parts*:

1. an opening or introduction
2. the body where the bulk of the information is given
3. and an ending (or summary).

How to write the speech

- ***Grab Attention***

Nobody likes to be bored. Write your introduction considering the 'hook' you're going to use to get your audience listening. For instance, Abraham Lincoln's most famous speech was the "Gettysburg Address." It began: "Four score and seven years ago, our Fathers brought forth on this continent a new nation...."

He could have just said "Eighty-seven years ago...." But "Four score and seven" has a nice poetic ring to it and gets your attention better.

- ***The Body***

This is the link between your introduction and the main body of your speech. How will you tie them together? Write your main ideas out incorporating your examples and research. Link them together making sure each flows in a smooth, logical progression.

- ***End With a Bang!***

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. Write your ending, summarizing your main ideas briefly and end with a call for action. For instance: **The ideal ending is highly memorable.** You want it to live on in the minds of your listeners long after your speech is finished.

Metaphors...Analogies...Surprise...Axioms. They all work. You just need to build up to them...and place them in the best spot (preferably near the end).

"Together we can make this nation truly great. And together we can build a better world for our children!"

- ***Check the length of your sentences.***

If they're too long or complicated you risk losing your listeners. In writing a speech, repetition is the key to leaving an impression. Hammer home key words, phrases, and themes. Always be looking for places to tie back and reinforce earlier points. And repeat critical points as if they were a musical refrain.

SAMPLE SPEECH

Luck is not a matter of chance.

Thomas Jefferson once said, "I'm a great believer in luck, and I find the harder I work, the more I have of it." What, though, is luck? Webster's dictionary suggests that luck is the "events or circumstances that operate for or against an individual."

In truth, luck has nothing to do with something operating for or against you. Luck is not a matter of chance. It is a matter of being open to new experiences, perseverance, hard work, and positive thinking.

Studies have shown that lucky people tend to be far more open to new experiences. Those who are unlucky are creatures of habit, never varying from one day to the next. If you want to be lucky, add some variety to your life. Meet new people, go to new places, and increase the possibility of those chance opportunities the "lucky" people always seem to run into.

Luck, though, isn't JUST about trying new things. Luck is also about hard work, even when it is, well, "hard."

A 1994 study suggested that lucky people are the ones who continue to try, even when they are faced with obstacles. The ones who achieve their goals are the ones who - when they hit obstacles - don't just give up and pack it in, they try again! They find another route. They are versatile, they are flexible, they have got new ways of finding solutions.

The old adage related to positive thinking seems to apply to the concept of luck. Even though a particular business deal didn't work out or you missed the bus, looking at the bright side of things may very well encourage more luck to come your way.

The great Lucille Ball once said, "Luck? I don't know anything about luck. I've never banked on it, and I'm afraid of people who do. Luck to me is something else: Hard work -- and realizing what is opportunity and what isn't."

You make your own luck in this life, and the great thing about it is that anyone can do it. Lucky you!

PRACTICE QUESTIONS

1. Write a speech to be delivered in the school assembly on 'Importance of discipline in life'. Your speech should not exceed the limit of 120-150 words.
2. You are Sanju/Sanjana, a member of the Health Club of your school. You are disturbed at the increasing instances of students facing stress during examinations. Write a speech to be delivered in the morning assembly of your school on 'How to beat examination related stress'.