



O'level
Foundation
Week 33

The Write Tribe

SITUATIONAL WRITING: SPEECH



A famous quote

Use a famous quote to inspire your audience. It also creates a great framework for your speech.

Example:

The future belongs to those who believe in the beauty of their dreams. - Eleanor Roosevelt

It is during our darkest moments that we must focus to see the light. -Aristotle

"Problems are not stop signs, they are guidelines." -Robert H. Schuller

Exercise 3

- You are the top student for O'Levels. You have been given the task to make a motivational speech for your juniors.
- Use a famous to inspire your audience.

Good afternoon Principal, teachers and friends. I am Anna Lee from class 4E4 and I'm feeling very proud today to stand before you as the top student this year for O'Levels. I feel fortunate to be given the opportunity to speak to my juniors about the secret of my success.

A famous quote

Other elements of a speech

Structure

To structure your speech and make it easy for your audience to understand your point, split it into three sections: Introduction, main body, and conclusion. In each section you're trying to achieve a different aim:

- In the **Introduction**, your aim is to tell your audience who you are and what you're talking about. Then, you want to grab their attention.
- The **main body** of your speech is where you make your arguments. Divide this main body into 2-3 points, and separate each point into different paragraphs.
- At the end, comes the **conclusion**. A good conclusion takes everything you said and sums it up.

Begin every paragraph with a topic sentence

- Remember the **main body** of your speech where it needs to be divided into 2-3 points? Start each paragraph with a topic sentence. Why? It gives a framework and a guideline to your audience on what exactly you will be covering.

Remember:

T. E. A. L

Topic sentence

Elaboration

An example

Link back



Express your opinion

The most common mistake students make when writing a speech is that they don't express an opinion.

Opinions are the element that make a speech interesting. Whatever you are writing a speech about, express yourself. Don't just write *about* your topic, write *what you think about it*.

What if you don't have a strong opinion on the subject? Imagine you do, and write from that perspective. The examiner won't care about your opinion, or whether they agree with it. What they will care about is that you are expressing an opinion in a persuasive, engaging way.

Example:

I strongly believe if we don't nip the problem of bullying in the bud, these very students would grow up to become bullies of society. They could become criminals. Spare the rod, spoil the child. I firmly believe stronger punishments meted out would certainly deter delinquents from erring again!

Exercise 4

- Express your personal opinion on why healthier food should be introduced into the School's food programme.

Write from 1st person and engage your audience

When writing your speech, always ensure that you write using the 1st person. This means, use “I” as you write. By doing this, your audience will recognise that what you’re saying is your opinion.

You should also address your audience directly as if you were actually talking to them. Use “we” and “you” in your writing. For example: “I’m sure you’d all agree that...”, or “As a community, we need to...”.

Using the 3rd person makes each of your audience members sit up and listen. It makes them think about how your topic and argument applies to them.

Use personal anecdotes and details

Every good speech writer aims to make the audience relate to them. If your audience relates to you, they are far more likely to agree with what you’re saying.

One of the best ways to do that is to tell a short story about yourself, or provide short personal details. You don’t want to spend too much time talking about yourself and not about your argument, but small details will bring your speech to life.

Here’s some examples:

- In a speech about bullying, you might say: “Like it is for so many young people, bullying is a subject that is close to my heart. When I was at primary school, I was bullied and I now know how harmful it can be.”
- For a speech about music, you could say: “Ever since the day I first heard Kanye West’s *Runaway*, I knew I’d be a lifelong fan.”



- If you were talking about sport, you might say: “I was never a good rugby player. But, football? My school’s muddy, overgrown football field is where I found my true calling.”

Exercise 5

- After winning the inter-school debate, you are required to make a speech to inspire your classmates about improving one’s language skills.
- Include a personal detail or anecdote.

Use figurative language

This shouldn’t be over-used. But, used sparingly, figurative language creates powerful images in your audience’s mind. There are many types of figurative language, but these are the main ones you should focus on using in your speech:

- **Simile** - Describing something to be like something else. For instance, “She has eyes like a hawk”, “He’s thin as a twig”, or “They’re fighting like cats and dogs”.
- **Metaphor** - Describing something by using a word that isn’t literally relevant. For example, “It’s raining men”, “I’m feeling blue”, or “The weather was bitterly cold”.
- **Imagery** - Using words to make you imagine how they would affect your senses. For example; “A sweet apple”, “A sharp pin”, or “The lion roared”.



Example:

*When I first started in this school, I wasn't the **sharpest tool in the shed**. In fact, I came into this school with less than average results. Surprising, isn't it?*

Use contrast

My sister and I may be twins. But, we are different as chalk and cheese. My sister's room is always neatly organized whereas mine looked like a tornado had made one too many visits!

Exercise 6

- You are making a speech at your sister's wedding. **Use contrast** in a way that makes her more appealing. The aim is to bring humor and entertainment to the party guests.
- Include a personal detail or anecdote.

Repetition

Repetition is for emphasis. Repetition is memorable. Repetition is one of many persuasive techniques which will help you get a good grade.

Example:

Practise! Practise! Practise! Only that will make you perfect!

Repetition can also be used for key phrases in your introduction and conclusion to bring your speech full circle. For instance, if you started your speech by saying “The pen is mightier than the sword”, repeat that phrase in the conclusion to your speech.

Use the list of three

Speeches are all about emphasizing your point. People remember things better in groups of three.

Example:

In order to combat Covid-19, we need to remember only three things. Mask up, sanitize and maintain 1 meter distance.

Sometimes, you can use humor. The third phrase will be for more comic value.

In order to combat Covid-19, we need to remember only three things. Mask up, sanitize and stay the hell away from other people!

