



**O'level**  
**Foundation**  
**Week 33**

**The Write Tribe**

**SITUATIONAL WRITING:  
SPEECH**



## Format of a SPEECH

What is the speech about?

Title of speech

Greet your audience

Good afternoon Principal, teachers and friends. I am Anna Lee from class 4E4 and I'm grateful for this opportunity to share my suggestions on our school's Community Improvement Project.

Use contractions and conversational tone in speech

### Main body

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.

### Conclusion

At the end, comes the conclusion. A good conclusion takes everything you said and sums it up.

Thank you!

Thank your audience at the end of the speech.

# Elements of a speech

## 1. Introduce yourself

The nature of your introduction would be heavily dependent on who your audience is.

### *Speech to your teachers*

Because you're talking to your teachers, in this example, your introduction would need to be more formal. For instance;

***“Hello, and thank you for taking the time to listen. My name is Lawrence Smart, and I’m here today to talk to you about...”***

Notice how the speech writer in this example uses their full name and is very polite to his audience.

### *Speech to your classmates*

In this example, your language can be more casual. Your classmates already know who you are, so you could say;

***“Hi everyone. Most of you already know me - my name’s Shanice. I’m the one who always sits at the back of the class.”***

This speech writer is far less formal, but that’s perfect for her audience. She is speaking to her equals, and she can connect with them far more effectively by using the language they would usually use with each other.



## Exercise 1

- You are giving a, 'Thank you speech' to your teachers on Teachers' Day. Write an introduction and the intent for your speech.

- You are giving a, 'Thank you speech' to your classmates for selecting you as Class President. Write an introduction and the intent for your speech.

## 2. Make a great opening statement

Now the audience know who you are, it's time to make them pay attention.

You should always begin writing your speech in a way that is catchy. You want to craft an introduction that will captivate your target audience. A good opening statement is fairly brief, but uses language techniques to make an immediate impact.

To begin your speech, you can use 3 language techniques.

### ***Rhetorical question, a surprising statement or a famous quote***

#### **- Rhetorical question**

*A question asked in order to create a dramatic effect or to make a point rather than to get an answer*

#### **Example:**

*Why do you think teachers play an important role in shaping a child's future?  
Where would we be without teachers?*

*Do you want to pass your examinations without studying?*

*Have you ever been bullied before?*

*Have you ever been in the shoes of someone who had been bullied before?*

*What have we as a school done to curb bullying?*

*"The amount of plastic in the ocean is rising at a considerable rate. How much damage will it take for you to help reduce this?"*





## Exercise 2

- You have been given the task to make a persuasive speech to get students to return their dirty trays and crockery to their designated points. Many of the cleaners are elderly and it would make their work easier.
- Write a rhetorical question for your speech in order to grab the attention of the students

Come up with 2 different questions.

Good afternoon Principal, teachers and friends. I am Anna Lee from class 4E4 and I'm the Student Leader of our school's Cleanliness Squad. I am here to shed light on a very important issue regarding our school canteen.

Firstly, I'd like to start my speech with a very important question.

### Rhetorical question 1

### Rhetorical question 2

### ***A surprising statement***

Use a surprising statement to capture the attention of your audience. You could share a statistic.

#### **Example:**

*1 out of 4 teens are bullied.*

*53% of kids admit having said something mean or hurtful to another person online. More than 1 in 3 have done it more than once.*

*There is a bully sitting among us.*

*There is a victim of bullying sitting among us.*

### **Exercise 3**

- You have been given the task to make a speech to raise awareness regarding the dangers of the internet to students in your school. Many of the students own a mobile phone.
- Use a surprising statement to capture the attention of your audience. You could share a statistic.

*Good afternoon Principal, teachers and friends. I am Anna Lee from class 4E4 and I'm the Head Prefect of our school. I am here to shed light on a very important issue regarding the safety of our students.*

### **A surprising statement**