

PREPARING AND DELIVERING SPEECHES

The following tips are intended to help you select appropriate material and prepare and deliver your speeches:-

1. Selection of material

(a) Sources:

- Any source you like, including the press, TV, radio, internet or your own personal or professional experience, but the subject should be relevant to today's world.
- Choose a subject that interests you, since you are then more likely to turn it into an interesting and engaging speech.
- You should also fully understand the ideas you are trying to convey- otherwise you may well sound confused.

(b) Progression:

- At the beginning of the course try to find simple, non-technical subjects which can be turned into easy-to-visualise ideas.
- After a few weeks you can move on to less rudimentary subjects of general, European and national interest (about your own country).
- You might be asked to talk about particular subjects and there may well be a schedule of topics covering all or part of the course. In that case, keep an eye out in advance for source material on the topics scheduled for future months so that you can produce speeches when these topics arise.
- You may also be asked to come up with speeches tailored to particular pedagogical requirements such as speeches containing figures or link words or speeches where you play the role of a politician or expert .

2. Preparing your speeches

- When preparing your speeches, even if your source material is a written text, you should turn it into an authentic oral speech containing a message that you wish to get across to your audience.
- In order for the students to be able to convey your message, you will need to be clear in the way you argue your case and you will want to make sure that your speech is self-explanatory with its own self-contained internal logic.

With all these points in mind, how should you go about turning your article into a speech?

- Read it through a number of times, digesting the basic ideas in it, and decide which parts to use and which to discard and in what order you wish to present the parts you are using.
- You can then reassemble these ideas to construct your own original speech with your own personal line and opinion binding them into a coherent message.
- Since your speech will almost certainly be different in form, length and style to the source article, you should write it out separately, preferably in note form, or even decide to deliver it without any notes at all.

3. Delivering your speech

- Explain the context: Just before you start delivering your speech you should announce the subject and the context.
- At the start of the course, you may wish to explain what sort of line you are going to take on the subject - even what sort of speech it is going to be (factual, descriptive, polemical, passionate etc.). --- You may wish to indicate one or two points of difficult vocabulary in advance.

Do not read: Never read out an article or other printed text.

- If you have prepared notes for your speech, do not read them mechanically. Glance at them as you proceed, but make sure you establish eye contact with your audience .
- use other techniques that aid successful oral communication e.g.
 - clear articulation
 - pauses and links between the various parts of your speech
 - repetition to underscore an important point
 - rhetorical devices such as questions thrown up and then answered
 - variations in intonation, voice, stress and speed
 - body language

Don't worry about the language you use being too difficult or too easy. Just speak naturally at a normal pace.

As for length, during the early part for listening and concentration exercises speeches should be no longer than 2-3 minutes, for consecutive with notes ranging from 3-7minutes, while speeches delivered towards the end of the course for simultaneous could range from 5-12 minutes.