

SPEECH WRITING

A speech is meant to convey one's thoughts or opinions, share information with or spread awareness among a large number of people. A good speech has clarity of thought and expression, accuracy of facts and an unbiased view of issues.

Format:

- Beginning : A pre-speech note
: Salutation
: Occasion of speech
: Announcement of topic
- Development of topic : Reference to newspapers statistics, effects and results, arguments, etc
- Winding up : Summing up of all points
- Conclusion : Conclude with a hope or an appeal or a warning
: End with a 'Thank You'

Points to remember:

- It is very important to hold the attention of the audience. Therefore, keep the speech to the point and appealing.
- Start the speech with an interesting bit of information, a question or a quotation.
- Convey your opinions and views in an organised and coherent manner.
- Develop each point properly and then move on to the next one.
- Provide examples, statistics and facts that are properly researched and authentic.
- Interact with the audience by posing questions and including some humour, if it is appropriate.
- End with an emphasis on your point of view and personal inferences so that the audience thinks about what you have expressed.
- Always thank the audience for listening to you before leaving the stage.

Marking scheme

Salutation	—	1 mark
Opening sentence	—	1 mark
Body	—	2 marks
Conclusion	—	1 mark

Sample speeches:

1. **You have lately read the account of many cases of violent behaviour by school children. Some instances have been quite injurious and harmful to the victims. You are shocked by these accounts and decide to share your views with your schoolmates. Prepare a speech for the morning assembly on the topic ‘Growing violence in children: Causes and cures’.**

Honourable principal, respected teachers and my dear friends,

I would like to share my views on the growing violence among children these days, which is proving to be rather detrimental to the children’s progress.

Lack of an appropriate environment and good parental care, and pressure of peers are some of the factors that are responsible for giving rise to negative emotions in children. Feelings of neglect and immense pressure cause anger and dissatisfaction in these youngsters. The growing exposure to crime films and thrillers too raises the levels of aggression in them. Moreover, the rush of consumerism has aroused a child’s desire to possess whatever he sees in the advertisements on the television. And in case of non-fulfillment of these desires and wants, there is cause for resentment and frustration.

Television shows like WWF and violent scenes in movies etc lead the innocent children to imitate them. The negative characters in movies become their role models whom they want to ape in order to appear ‘cool’.

Parents, teachers and social reformers should inculcate the right values in children through persuasion and instruction. Being the torch-bearers of the future, children need to be guided well and shown the correct path in life. Let us hope for a better future with the children of today becoming sensible and sensitive citizens of tomorrow.

Thank you.

2. **Write a speech in about 150–200 words on ‘Environmental Pollution’, which you have to deliver during the morning assembly in your school.**

Respected principal and teachers and my dear friends,

Today I am going to speak on the topic ‘Environmental Pollution’, which is a serious problem that the whole world is facing today. The tremendous increase in population is the root cause of all kinds of pollution. More people on this earth means more waste material being created. Another factor is the advancement in science and technology. It has made our lives very comfortable but has also given rise to a variety of problems that are harming the environment.

Pollution comes in various forms. Air pollution is caused by the smoke from factories, the exhaust fumes from vehicles and the burning of garbage containing chemical materials. Water pollution is caused when toxic waste materials are disposed off into seas and rivers. Soil pollution is again the result of incorrect methods of waste disposal. Radioactive waves from electronic objects and non-biodegradable material like plastics also contaminate the air and the soil. With modernisation, we have reached a stage where the enormous noise caused by industrial and transport activities has become a health hazard.

Even though it may not be possible for mankind to eliminate environmental pollution totally, the hazards can be minimised by adopting alternate methods and following certain rules. We must remember that by protecting the environment, we are protecting ourselves.

Thank you.

WORKSHEET 4

1. You have to deliver a speech in the morning assembly on the relevance of Mahatma Gandhi in the 21st century, in India. We gave him the title of ‘the Father of the Nation’, yet we appear to remember Gandhiji’s life-work and his sacrifice for his motherland only on two days of the year—30 January and 2 October. Politicians give speeches at public gatherings, the film ‘Gandhi’ is telecast on a couple of TV channels, but in our daily lives we think it unnecessary to follow his example. Write the speech in about 150–200 words, describing Gandhiji’s contribution to our country.

2. Wheelchair Warriors, Sanjana, Vipul and Atul, have been suffering from a debilitating disease—muscular dystrophy—for almost three decades. The symptoms started appearing when they were in their early teens. But disability has not dampened their spirit. It has only made them more determined.

You are deeply moved by the above report. You realise that physically challenged people can also play a constructive role in society. We should neither underestimate nor ignore them; and we should definitely not pity them. We must give them the opportunity to prove themselves. Give a speech during the morning assembly urging your schoolmates to understand people like Sanjana, Vipul and Atul.

3. The student council of your school has to select its president. Many students have forwarded their names for the voting process. You, as a nominee, have to motivate the students to vote for you. Write a speech stating the reasons why you should be selected, your positive points, etc.
4. The Government of India has declared 20 June 2007 as ‘Vanmahotsav Day’ and has distributed posters in schools around Delhi.

Grow More Trees!

For

- More oxygen in the environment
- Comforts they give to mankind
- Trees are man’s best friends

Against

- Weak roots
- Cutting down of trees
- Soil erosion

Using ideas from the above poster write a speech on ‘Need for Preservation of Plants and Trees’.

5. On the occasion of the World Health Day, Kamayani has been asked to give a speech on 'Need for Health Care Centres'. Taking ideas from the notes below, write the speech in about 150 words, to be delivered in the morning assembly.

Government launched health care schemes—pulse polio campaign—re-emergence of infections like dengue, cholera, etc—HIV infection multiplied—urgent need of health centres—can prevent diseases—early diagnosis—effective cure—will ensure a disease-free nation

6.

Stop! Stop! Stop!

Female foeticide disallowed

Girls – gift to humanity

Girls deserve equal opportunities

Opposing nature

Foeticide-creating imbalance is girl-boy ratio

Using your ideas after observing the poster above, write a speech for the morning assembly on 'Female foeticide a bane'. Do not exceed 150 words.

7. You have to give a speech on the topic, 'Introduction of grades in the Board Examinations for classes X and XII'. You have read a few newspapers and made the following notes. Write your speech using these notes in not more than 150 words.

- Will decrease pressure on the students
- Cumulative assessment
- No rat race for the students
- Fewer cases of stress-related suicides

8. Yoga has cured people of many diseases. Write a speech is about 150 words to be delivered in the morning assembly on 'Yoga—the magical alternate therapy'.
9. Write a speech on the 'brain-drain' phenomenon that India had to face some years ago. Do not exceed 200 words.
10. You are to speak in a declamation contest on 'Was life more pleasant one hundred years ago than it is today?' Depending upon your stand, write the speech you plan to deliver, in 200 words.