

aglasem.com

Class 11 English Notes

SPEECH WRITING FORMAT



Key Notes and Important Questions with Answers

Speech Writing (200 Words) **10 Marks**

Writing a speech is very similar to writing an essay, a report, a letter or any type of writing. But the difference is that your words are being HEARD not READ, the audience is a listner not a reader so you only have one chance to get your message across.

Points to remember

1. Give the title at the top.
2. Begin with "Good morning to all of you, today I am here to express my views on the topic ".
3. The Present Tense is usually used when you write out a speech.
4. Define the topic; give its causes, effects, the present state and remedial measures.
5. Clarity, organization and systematic presentation of ideas are very important.
6. Should be a coherent piece clearly stating a particular point of View. Divide the speech into 3 to 4 paragraphs.

7. Conclude by giving suggestions for improvement- hope for a better future.
8. Time yourself.
9. Always make a rough draft.
10. Begin with—"Honourable chairperson, Judges, teachers and my dear friends, I stand before you to express my views for/against the motion "TOPIC"..... .
11. Total agreement or disagreement with the topic should be expressed forcefully and clearly. You can use polite sarcasm and humor but no indecorous language should be used.
12. Use argumentative style and logical reasoning.
13. Back up arguments with relevant information.
14. At the end write "Thank you" at extreme end on the left.
15. Use powerfu expressions like :
    - I'd like to argue
    - In my opinion ..... .
    - I fail to understand .....
    - May I ask?
    - I disagree ..... etc.
16. Refer to your opoonent's view/views.

Layout of a Speech

- Formal address to the audience
- Catchy Introduction- Pre Speech note to draw attention of audience
- Announcement of the topic and establishment of context
- Development of the topic
- Impact on People/ Environment/ Country etc.
- Conclusion
- Formal Thanks to the audience