

SPEECH WRITING

SPEECH- A speech is a formal talk or discourse delivered to an audience to express thought / opinions over a particular subject matter. It reflects of thoughts and accuracy of tests in a balanced manner.

The phrases information used should be contemporary, with accurate date, motivational words and phrases.

DISTRIBUTION OF MARKS

FORMAT	1 Marks
CONTENT-	4 Marks
EXPRESSION-	5 Marks

FURTHER BIRFUCATION OF EXPRESSION

- | | |
|--|----------|
| (i) Grammatical accuracy, appropriate words and spellings- | 2½ MARKS |
| (II) Coherence and relevance of ideas and style- | 2½ MARKS |

FORMAT

- (i) Greeting/ Salutation/ Addressing the audience
- (ii) Self introduction (Name and Designation) and introduction of the topic
- (iii) Content–
 - a. Facts about the topic-cause and effects of the issue
 - b. Data and examples/ real input
 - c. Conclusion by giving suggestions
- (iv) Thanks giving to the audience – 'Thank you'

POINTS TO REMEMBER

- Part I – Introduction – define the topic
- Part II – Analyse the topic in terms of issue and its causes, consequences and effects etc.
- Part III – Conclusion – suggestions, remedial measures and steps for improvement.
- Make value points and develop them into paragraphs maintaining a logical order.
- Try to make a rough draft first.
- Mind the word limit.

How to Begin a Speech ?

Begin with greeting/ salutation and by addressing the audience

Style 1

Honourable Principal, teachers and my dear friends

Welcome to all in this healthy and joyous morning.

I, ...(Name)..... of class XII wish to speak on some very important topic of

Style 2

Good morning to all,

I (name) present my views on

Please listen and try adopting in your life

Style 3

Dear audience,
Good morning to all.

Style 4

Honourable Principal, teachers and all my dear friends.
I am(Name).....
It is a great honour for me to deliver a speech on the topic

Style 5

Respected Principal, teachers, and my dear friends.
I am(Name).....
It's a matter of great privilege for me to deliver a speech on the topic
.....

How to End/ Conclude ?

Therefore in the end, I would like to end my speech by strongly supporting the idea that

Thanks giving –

Thanks all for being so generous to listen to my views so attentively and patiently.

OR

Thank You.

Example**Delhi's Pollution — A Major Concern**

Respected Principal, teachers and my dear friends,
Good morning to all !

I am Abinav Sharma of Class XII A. It's a matter of great privilege for me to deliver a speech on the topic Delhi's Pollution – A Major Concern.

In May, 2014 World Health Organization declared New Delhi as the most polluted city of the world. Delhi's pollution has been a great concern over the years. Environmental problems in Delhi are a big threat to Delhi's inhabitants and to the flora and fauna as well.

The city suffers from air pollution, caused by road dust and the gases

