



# Speech Writing

## Speech Writing

Oral communication is the oldest and most widely used medium of communication. It can take place in different forms and speech is one of them. Speech is generally, the most effective medium of delivering the message in a meeting, seminars, conferences, etc. Speech refers to delivering the message through words of mouth or spoken words in front of the audience gathered in a meeting, seminar or conference. Through speech, the speaker can present his opinions and thoughts on any matter to a large number of audiences at a time.

## What does a Good Speech have?

A good speech has 10 qualities that can effectively deliver a message through word of mouth or spoken words in front of an audience gathered in a meeting, seminar or conference.

Speech is an effective means of oral communication. It is delivered in front of a large gathering.

Therefore, speech serves as an important medium for presenting information in meetings, political or business gatherings.

However, a speech becomes effective when it fulfills the following features:

### 1. Clarity

Clarity is an essential feature of a good speech. A speech should be clear and unambiguous so that the audience can understand it easily. If it is not clear enough to express its meaning to the audience, it will become ineffective.

### 2. Definiteness of Message

The message of the speech should be definite and relevant to the subject matter.

### 3. Conciseness

The audience becomes impatient with a long speech. Hence, speech should be as concise as possible. However, it should not be incomplete.

### 4. Interesting

A speech should be delivered in an interesting and pleasing way so that the audience is motivated to pay attention. In order to make the speech interesting, various stories, examples, quotations, and jokes can be cited.

### 5. Informal Touch

Though speech is a formal address, it should be presented in a personal and informal way.

### 6. Considering the Audience

Speech is delivered to a specific audience. So the speaker should actively consider the expectations, interest, and nature of the audience.

### 7. Speaking Slowly

An ideal speech is one that is delivered slowly and in the usual tone. It helps the audience to hear and understand the message clearly.

### 8. Free from Emotions

Another important feature of a good speech is that it should be delivered in an unbiased and unemotional way. Speaker's emotion may drive him away from the main theme.



## 9. Use of Body Language

Good Speech goes with necessary body language. Therefore, at the time of delivering a speech, the speaker should use various nonverbal cues.

## 10. Ensuring Participation of Audience

A good speech is one that ensures the participation of the audience with the speaker. That means the audience will ensure their attention through effective listening, expressing their solidarity with the speech and so on.

If your speech fails to hit the checkboxes for these qualities, then it will lose its edge.

Despite a few limitations of a speech; if done well enough you can make the audience move the earth for you.

### Common Phrases

- ◉ I fail to understand.....
- ◉ I submit that.....
- ◉ May I ask all present.....
- ◉ I strongly oppose.....
- ◉ On the contrary.....
- ◉ I'd like to raise/the question/argue.....
- ◉ Nothing could be more illogical than
- ◉ I feel very strongly that.....
- ◉ I would like to draw attention to.....

### Format of Speech Writing



**Skills/Level**  
WRITING/B1



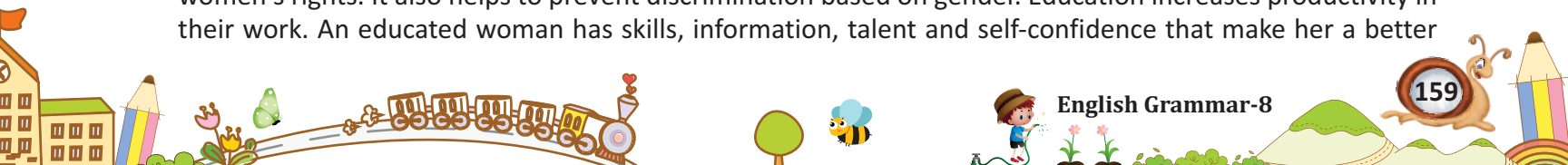
You are the Secretary of the Youth Club of your school.

Your city was hit by a cyclone. You want the students, teachers, NGOs and the government to arrange all possible help in terms of money, materials such as clothes, food, medicines and also shelter for the victims. Write a speech in about 200 words to be delivered at a public function on behalf of your school.

salutation	←	Good Evening, Honourable Chief Guest, respected Principal, guests, teachers and friends!
introduction	←	Today, I, (your name), Secretary of the Youth Club of (your school) appeal to you to
opening	←	help us in our efforts to organize aid for the victims of the cyclone that lashed our
statement-issue	←	state and resulted in tremendous loss of life, property and agricultural land.
further details	←	Each one of us has to come to the aid of the victims of this calamity. Millions of rupees are required to reconstruct the damaged huts and broken roads; to clear the sand-filled streams and canals; and to feed those who have lost their hearth and home.
future action/suggestions	←	We need to initiate awareness drives so that the next time there is a natural calamity -people are not caught unawares. Adequate warnings must be given so that people can take steps to save themselves.
summing up	←	I request all of you to donate generously for this noble cause.

### Girl Education

A very warm welcome to all the teachers and students present in the auditorium. I am here to deliver a speech on girl's education. Education is very necessary for every child whether boy or girl. It helps a person study new things with skill and learn about the facts of the world. Education plays an important role in the protection of women's rights. It also helps to prevent discrimination based on gender. Education increases productivity in their work. An educated woman has skills, information, talent and self-confidence that make her a better





mother, employee, and resident of the country. Women constitute almost half of our population. Men and women are like two aspects of a coin. Thus, they need equal opportunities to contribute to the development of the country. Both cannot survive without each other.

It is depressing that some communities still differentiate against the education of the girl child. Education is the key factor for girl's empowerment, prosperity, development, and welfare. There is continuous inequality and liability of girls in all sectors-economic, education, social, political, health care, nutrition, legal rights etc.

The importance of girl's education was first highlighted by Raja Ram Mohan Roy and Ishwar Chandra Vidyasagar during the British rule in India. He paid attention to the education of women. Some leaders of the scheduled caste community like Jyotiba Phule and Babasaheb Ambedkar had made many initiatives to provide education to the women of India.

At the same time, as a result, the female literacy rate increased since 1947. Many factors are responsible for poor education of women in the society like poverty, distance, insecurity, negative behavior, child marriage, child labor, religious factors etc.

### Science and Technology

At the beginning of my **speech**, I wish to welcome all the **teachers** and **students** to this meeting. Today, I would like to talk about an important topic which can change our life and our world indeed. I am going to speak about science and technology which brings us a lot of **comforts** and services. Science really changes our way of living, it **omits our superstitions** and totally helps us to live a better life. It gives us a lot of information about where we live, our nature, and our body.

In addition, the technology that is derived from science completely changes our **lifestyle**. My friends, you cannot imagine your life without different tools which science and technology bring to us. I suggest asking your teachers, parents, or grandparents to tell you about their **experiences** from the past, when technology hadn't **spread out** so much. I just want you to close your eyes and imagine that there is no electricity anywhere. How would you live in this dark world? It is really scary when I imagine this world in my mind.

Just look at your cell phone. You can **communicate** with anybody you want **regardless** of how far away he/she is. Or the **fabulous** technology, the internet. It is unbelievable to access to a wide range of information without any limitations, whenever you want. You can watch your **favorite** movies, listen to lovely music online by means of your cell phone and internet. You can share your ideas with other people all around the world. Also get to know others opinions. Actually, this **limitless** world **drives me crazy**.

One of the other services which technology bring to us is cars. Nowadays, we can drive a car and **traverse** long distances in a short time that was impossible for our grandparents. Car technology is **ongoing** and **progressive**. There are lots of companies and **institutes** studying new technologies about how to make car driving safer and more comfortable. You can compare the first generation of cars with brand new ones of today. You can observe their changes and **assess** its **progression** during this time. In addition to cars, consider airplanes. They were just a dream until Wright brothers materialized this dream. Now we can travel long distances by means of airplanes in **moments**.

Indeed, in terms of **hygiene**; science and technology help us so much. Modern technologies have significant effects on our life. They improve standards of living. They help us **survive** from **disaster**, disease by means of new methods and modern surgeries. To be honest, we really **owe** our health to modern medicine and hygiene science. Based on international reports, the number of babies who die during childbirth have significantly decreased. This is because of modern science and technology. I want my friends present here, to ask their teachers about medicine progression during earlier times to now. Thanks to new **sophisticated** surgical methods most of the **incurable** diseases can be cured now.

At the end of my speech, I want to add something that is different from what I said above. It is about the **disadvantages** of new technologies. Although new technologies make our life more comfortable and easier, they have a bad effects on us too. In this modern world, we have **incredible** communication technologies but we are alone. We love each other less than before. Sometimes I think we are going to be like machines. So I believe that we should use these technologies but not let them make our hearts far removed from each other. Finally, I am so grateful for your patience and attention to my speech.

Thank you all !

