



INDIAN SCHOOL AL WADI AL KABIR

Class: XI	Department: ENGLISH	Date: 10th October 2020
Question Bank	Topic: Speech Writing	

What is a Speech?

A speech is an effective way of communicating a message to a large audience. It is one of the ways of spreading awareness regarding social issues or giving information regarding other important issues. As a form of writing, a speech begins with a formal address to the audience, is more conversational in tone and concludes with a 'Thank you'. A speech is written for a specific purpose like informing, persuading, convincing or entertaining an audience.

Components of a Speech Introduction

Introduction- It begins with greeting the Chief Guest / Principal / teachers and other listeners. It may include a striking statement, short anecdote, a saying or anything else which will immediately make the audience interested. Then the topic of the speech will be announced along with the occasion, if required.

Elaboration of the topic- It will include a sequence of ideas to build up to the summing up and conclusion. You may include examples, evidence or data to support the ideas. You can paint verbal pictures and dramatise or personalise the information.

Summing up- Summarise the most important points in your speech but do not repeat them.

Conclusion- Depending on the purpose of your speech, conclude with a call for an action, an appeal, a warning, a request and an expression of thanks.

Format for Speech Writing-

i. HEADING- The heading should be catchy and in not more than 5-6 words.

ii. OPENING LINE- This includes salutations, introduction, and the topic. A quote can be used as an opening line followed by the introduction (salutations, introduction, and the topic).

iii. BODY- It is the main part of your writing piece.

a. A short introduction on the topic.

b. Explain the current situation, the problems (if any), and whether after any corrective actions, betterment in the situation has been observed or not. It may include advantages/disadvantages depending upon the topic in question. It is important to follow a sequence.

iv. SOLUTION/CONCLUDING PARAGRAPH- Mention the steps being taken to improvise the situation and suggest a few solutions as well. Motivate the people to take action.

Lastly, the concluding line, thanking the audience for their cooperation and their patience.

Points to be Kept in Mind

- A speech should begin with a catchy introduction in the form of an anecdote, quotation, statistical data or a thought provoking question.

- A speech must reflect the speaker’s clarity of thought, accuracy of facts and a balanced view through a comparison and contrast with other viewpoints.
- A speech may also give reference to newspaper reports, posters, advertisements or other stimuli.
- Restrict the main part of the speech to the word limit of 120-150 words.

Sample

Question 1: You are Ankit/Ankita. You have to deliver a speech on the topic “Education Gives One Power”. You have jotted down the following notes:

Education trains mind—sharpens skill and abilities—Education: a source of power— improve self—be independent—earn money—ignorance to knowledge—removes superstition—gives freedom from social ills—independent—responsible. Write your speech in 120-150 words.

EDUCATION GIVES POWER

Respected Principal, teachers and friends! I Ankita, stand before you to speak on the topic “Education Gives One Power”. Education provides us knowledge. It trains our mind and sharpens our skills and abilities. Education refines our tastes and temperaments and builds our thought process.

Vocational courses help to earn and learn together. They provide means of earning livelihood and open the route to employment. Professional courses, equip us for adopting various professions. Highly skilled professionals find placements in esteemed companies and business concerns. Thus education is important for our survival and a comfortable lifestyle.

Education improves the quality of our life and frees us of superstition, meaningless mind-blocks and rituals. Education benefits the whole family, example the food is hygienically prepared, children are healthy and better disciplined.

Therefore, education gives people power over their environment. We can control the situation and shape our destiny. It makes us aware and gives freedom from social ills. We become responsible citizens and realise our rights and duties. In short, education gives one power to become a better human being.

Thank you.

Practice Questions: -

1. You have to speak on ‘How to Avoid Being Cyber Bullied?’ Prepare your speech to be delivered at the Inter-School Declamation contest being organised as a part of the annual cultural festival of your school. You are Darpan/Deepika. (120-150 words).
2. Eating disorders are not a fad diet or an experiment to lose weight, but they are serious complex disorders that may take years to recover from. Write a speech in 120-150 words to be delivered in a seminar on ‘Health and Fitness’ on the topic ‘Eating disorders’.
3. Write a speech in 120-150 words on ‘Benefits of early rising’ to be delivered by you in the morning assembly of your school. You are Karuna/Karan, Head Girl/Head Boy.