



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2026-27)
CLASS – XI
SPEECH WRITING



SPEECH WRITING

→ CLASS 11 ENGLISH – CBSE ←



“A good speech informs, inspires and influences.”

2 OBJECTIVES OF A SPEECH

- To inform
- To persuade
- To inspire / motivate
- To entertain
- To create awareness



1 MEANING

A speech is a formal talk delivered to an audience on a particular occasion. It expresses ideas, opinions or views to inform, persuade or inspire listeners.

3 OCCASIONS / PURPOSES

- School/College functions
- Debates, Seminars, Conferences
- National & Social Events
- Special Days (e.g. Environment Day, Teachers' Day, Youth Day)
- Felicitations, Farewell, Welcome etc.



4 PREPARATION STEPS

- Understand the topic
- Analyse the purpose & audience
- Collect ideas, facts, examples
- Organise the content
- Note down key points
- Use simple and clear language



5 STRUCTURE OF A SPEECH

- **Introduction**
– Greet the audience, introduce the topic, gain attention
- **Body**
– Present ideas in a logical order, support with facts, examples, quotes
- **Conclusion**
– Summarise, end with a strong closing or call to action



6 LANGUAGE & STYLE

- Simple, clear and concise
- Formal yet natural
- Use persuasive techniques (e.g. repetition, rhetorical questions, anecdotes, quotes)
- Positive and respectful tone
- Avoid slang and jargon



SPEECH WRITING

7 TIPS FOR AN EFFECTIVE SPEECH

- Know your audience
- Start strongly, end memorably
- Maintain eye contact and confidence
- Use appropriate gestures and voice modulation
- Keep to the time limit



8 DO'S

- ✓ Plan and organise your ideas
- ✓ Use facts, statistics and examples
- ✓ Be confident and sincere
- ✓ Respect the audience's views
- ✓ Practice before delivering



10 SAMPLE OUTLINE

1. Greeting
2. Introduction of Topic
3. Brief Background / Importance
4. Main Points (1, 2, 3...)
5. Examples / Facts / Quotes
6. Conclusion / Way Forward
7. Thank the Audience



9 DON'TS

- ✗ Do not read out the speech
- ✗ Do not use very long or difficult words
- ✗ Do not digress from the topic
- ✗ Do not be monotonous
- ✗ Do not exceed the time limit



11 ELEMENTS TO INCLUDE

- Facts & Figures
- Statistics
- Anecdotes / Examples
- Quotations
- Personal Experiences
- Call to Action



12 SAMPLE TOPICS

- Importance of Time Management
- Save Water, Save Life
- Social Media: Boon or Bane
- Role of Youth in Nation Building
- Importance of Reading
- Environment and Sustainability

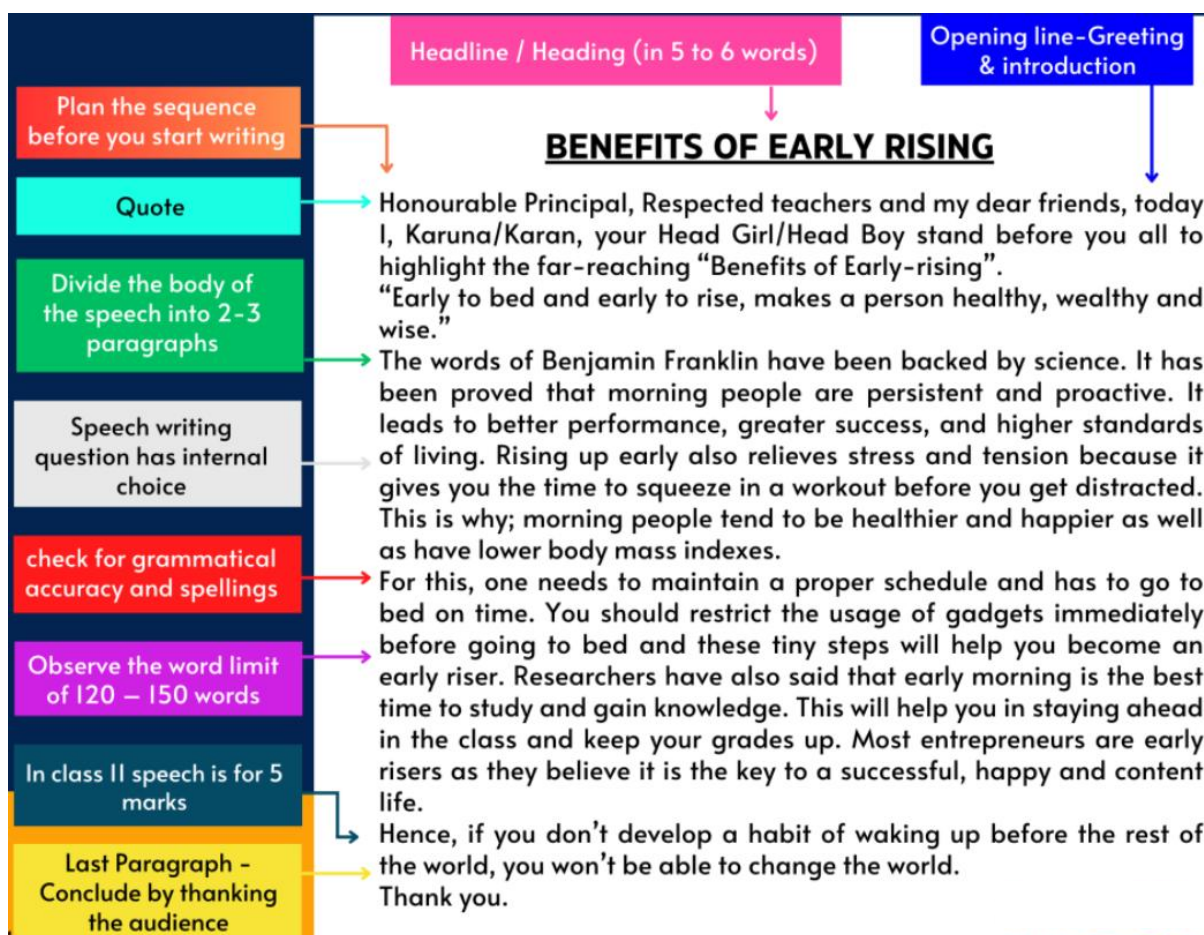


13 MARKING CRITERIA (CBSE)

- Content & Organization
- Language & Expression
- Fluency & Coherence
- Pronunciation & Voice Modulation
- Overall Impact



A well-written speech + Confident Delivery = Lasting Impact



PRACTICE QUESTIONS

- As Mukul / Mahima of Alps Public School, write a speech to be delivered in school assembly highlighting the importance of cleanliness suggesting that the state of cleanliness reflects the character of its citizens. (120-150 words)
- You are Ali/Alia, Head girl / Head boy of your school. You are deeply disturbed by the rising cases of aggressive behaviour of students in your school. You decide to speak during the morning assembly about it. Write a speech on 'Indiscipline in Schools'. (120 – 150 words)
- The recent rise in incidents of violent behaviour of students is a matter of concern for all. The problem can be curbed if students learn how to manage anger. Write a speech on the topic in 120 – 150 words to be delivered in the school morning assembly.
- With the visual media technology overtaking the print-media, you have observed a decline in the people's interest in reading books. You are disturbed by this excessive dependence of the young on television and computer games as the source of entertainment. Write a speech in 120-150 words for your school magazine on the "Pleasures of Reading" or "The Company of Books".
- Yoga is beneficial. Speak about the benefits of yoga in the morning assembly. (Word limit: 120-150)