

## Engadine Public School 2017 Public Speaking Guidelines



### A guide to help parents assist their children in preparing an appropriate speech

**Note:** This is an overview of the specific guidelines of our public speaking competition. Please make sensible allowances for age appropriateness in assisting your child prepare his/her speech.

Competitors are required to deliver both a prepared and an impromptu speech (no impromptu for Early Stage One). The prepared speech must be in the form of an exposition.

The Speech:

Three aspects need to be considered in constructing and presenting the prepared and impromptu speech: Manner, Matter and Method.

**Manner** refers to the presentation of the speech.

- Be natural
- Acting, singing, dancing and props are not allowed. Public speaking is not drama!
- Parts of manner include:
  - Eye contact: speakers should look at the whole audience by focussing on parts of the audience for a short period of time.
  - Stance: speakers should be comfortable but should not do anything that distracts from what they are saying.
  - Voice: speakers should modulate tone, expressions, volume and speed without appearing fake or unnatural. They should not force out words or yell at the audience.
  - Gesture: should be natural.
  - Palm cards: speakers should use palm cards, not pieces of paper. They always should be used but as little as possible should be written on them. Maximum size of the cards should be the size of the palm.

**Matter** refers to the material in the speech.

- Speeches should be as original as possible. Whilst the involvement of parents and teachers is strongly encouraged, speakers should write their own speech.
- Each speech should have a message or point of view.

**Method** refers to the structure of a speech.

- *Beginning:* There are three ways to begin a speech:
  - Story – must be relevant to the speech as a whole
  - Statement – must be thought provoking and interesting
  - Question – must be answered at some point within the speech
- *Middle development:* the way the speech is developed will depend on the speaker's purpose. This part of the speech should be linked to the introduction in a logical and interesting way. It should also contain ideas and examples that support the topic and purpose of the speech and are linked to each other. This is the part of the speech that gets the message across. An idea for the structure of each point could be:

## **PREP**

**P-POINT:** state the point you want to make about the subject

**R-REASON:** explain why you made the point

**E-EXAMPLE:** back up your reason with an example

**P-POINT:** restate the point so that the audience remembers

- *Conclusion:* this is the climax of the speech. The conclusion should be a short final statement that is linked in style and content to the introduction and sums up the speech's subject and purpose. Speakers should make the point of their speech clear. The three ways to end a speech are the same as the three ways to begin a speech: story, statement or question.

## **The Basic Structure of an Exposition**

An exposition is an argument. The writer's purpose is to try to persuade an audience to accept a position on an issue or urge them to act in a particular way. An exposition is structured in the following way:

*Opening statement (Beginning):* Writer states his/her position or point of view and gives background information supporting the point of view.

*Arguments (Middle Development):* Each argument is supported by evidence.

*Summation (Conclusion):* The final stage restates the author's position and sums up the arguments raised.

### **Don'ts for prepared speech;**

- A long, drawn out introduction.
- Theatrical gestures.
- Singing.
- Using phrases such as 'today I am going to talk about...', 'the subject of my speech is...', 'good morning...', 'my name is...'
- Using lists.
- Repeating ideas.
- Unrelated information.
- Thanking the audience at the end of a speech.
- Slang.
- Informal language.
- Interjections like 'yuk'.
- Incorrect grammatical structure.
- Incorrect pronunciation.

## **The "do's" and "don't" of Impromptu Speaking**

### **Do...**

- Always have an introduction and conclusion no matter how short
- Plan carefully as well as you can in the given time. List the points you want to discuss first, then try to expand them using PREP onto palm cards.
- Number your cards just in case.
- Structure your speech and think on a wider level. You may like to use one of the following as an overall structure of your middle development, but do not try and use more than one.

S.C.G. – Self, Community, Global

P.P.F. – Present, Past, Future

P.I.N.- Positive, Interesting, Negative

**Don't...**see the previous list of 'don'ts' for prepared speeches (above).