



Task 5: The Big Day – Public Speech Competition

Part A: Preparing the Speech

At the end of the training session, you are asked to go home and prepare a speech on “Cosmetic surgery – Does it boost self-confidence?” for the upcoming public speaking contest.

To help you prepare for this speech, the training instructor has made available the following set of guiding documents for your reference. These materials were produced by adjudicators of past competitions for students new to public speaking. Follow the advice given and use the following steps to help you write a script for your speech.

1. Gather Ideas for Your Speech

Think about questions such as:

- Is cosmetic surgery becoming popular? (Refer to Task 1)
- What kind of people tend to get cosmetic surgery? (Refer to Task 2)
- In general, do people who get cosmetic surgery have confidence in themselves? (Refer to Task 2)
- What are people’s attitudes towards cosmetic surgery? (Refer to Task 3)
- What can cosmetic surgery achieve and not achieve? (Refer to Task 4)



2. Write an Outline of Your Speech

- Organise your ideas appropriately.
- Use Guiding Document 1, *Write an Outline of Your Speech*, to help you organise your speech.
- Refer to Guiding Document 2, *Sample Outline of a Speech from a Past Public Speaking Competition*, for reference.



3. Check that You are Fully Prepared

- Check that you are fully prepared to give your speech before an audience.
- Use Guiding Document 3, *Checklist: Confident Public Speaking*, to help you.





Guiding Document 1

Write an Outline of Your Speech
Topic: _____
<u>Introduction</u>
<i>Possible techniques to use</i>
<input type="checkbox"/> Ask a question. _____
<input type="checkbox"/> Tell a story. _____
<input type="checkbox"/> Do a relevant survey of the listeners. _____
<input type="checkbox"/> Outline what you are going to say. _____
<u>Body</u>
What are your views about the topic? _____
What examples and evidence do you have to support your views? _____
<u>Conclusion</u>
Signal the end. _____
Summarise main points. _____
End with a memorable impression. _____





Guiding Document 2

Sample Outline of a Speech from a Past Speaking Competition

Topic: How to Raise Self-esteem

Introduction

- Ask a question.
Is self-esteem something which most teenagers lack?
- Tell a story.
On my way to school every morning, I see a little boy who always keeps his head down while he's walking. He also avoids having eye contact with anyone...
- Do a relevant survey of the listeners.
How many of you think that self-esteem is something that most teenagers lack? Can I have a show of hands please?
- Outline what you are going to say.
In my speech today, I'm going to explain what self-esteem means. Then I'll report a survey which I carried out with my classmates on students' confidence in themselves. Finally, I'll suggest ways of building self-esteem.

Body

What are your views about the topic?

I agree that most students lack self-confidence. / I think that it's important to find solutions to this problem.

What examples and evidence do you have to support your views?

In a survey conducted by a British magazine, it was found that...

Conclusion

Signal the end.

Pause. Then say 'to conclude' or 'in conclusion'.

Summarise main points.

Today, I have talked about three main points. First....

End with a memorable impression.

Self-confidence is the key to success. So have confidence in yourself and be a happy and successful student.





Guiding Document 3

Checklist: Confident Public Speaking

Check that you have done the following before giving your speech in front of an audience.

- There is one main message in my speech.
- This message is mentioned both at the beginning and end of my speech.
- I have collected enough ideas, examples, and evidence to support the content.
- I have organised my speech properly.
- There is an introduction, a body, and a conclusion in my speech.
- I am familiar with what I am going to say.
- I have avoided memorising the speech.
- I have practised giving my speech to myself.
- I have prepared note cards, but I will not read aloud from them.





Part B: Delivering the Speech

Before going to the public speaking contest, your English teacher suggests that you practise your speech before your classmates.

After giving your speech, your classmates, who will be working in groups, will give you some feedback using the following form.

Peer Assessment Form Public Speaking			
Name of speaker:	_____		
Topic:	_____		
	☺	☹	☹
Preparation			
• The speaker was well prepared for the speech.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The speaker was confident and not nervous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content & Organisation			
• The speaker used a good introduction to get the audience's attention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The speaker used a lot of examples and evidence to support the speech.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The speaker summarised the main points of the speech in the closing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery			
• The speaker used his/her own words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The speaker did not just read aloud to the audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The speaker did not refer to the note cards all the time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The speaker spoke clearly and simply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gesture			
• The speaker used appropriate body language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The speaker had good eye contact with the audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback conducted by:			

(Name)			
* This assessment form can be used for self, peer and/or teacher assessment. The person who provides the feedback may put his/her name down if necessary.			

