

Class- XI
Subject - English
Chapter - Speech writing

What is Speech Writing?

Speech Writing is a way of sharing your thoughts with an audience through words. It is similar to essay writing but the tone of a speech differs from an essay as in a speech you must grab the attention of the audience.

Format for Speech Writing - In order to write a perfect speech, we must be well acquainted with the topic and must possess a wide range of vocabulary, a thorough knowledge of the subject, some research, and excellent organizational skills. Here are the ideal format and tips to help you write your perfect speech.

A perfect speech must consist of:-

1. **HEADING-** The heading should be catchy and in not more than 5-6 words. You can go as creative as you want with this one just make sure you do not devote too much time to it in the exam.

2. **INTRODUCTION:** Greet the audience, tell them about yourself and further introduce the topic. The introduction is essential to assure your listeners that you have something productive to say. The introduction must effectively include:

- A brief preview of your topic.
- Define the outlines of your speech. (For example, I'll be talking about...First..Second...Third)
- Begin with a story, quote, fact, joke, or an observation in the room. It shouldn't be longer than 3-4 lines. (For Example: "Mahatma Gandhi said once...", or "This topic reminds me of an incident/story...")

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

- It is always prescribed that you begin with a short introduction on the topic, it's meant to be precise.
- Then you need to 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.
- Now here, it is important you follow a sequence. It is possible that you have too many points or very few points. When you have a lot of varied points, it is better you choose a few best ones and write a line on each. In case you have very few already, explain them in at least two lines each.
- You have to strictly follow the prescribed word limit in a limited time frame so just do not go on writing and writing.

- MOST IMPORTANT- Always begin with your strongest point. You can accommodate the weaker ones in between and end with another strong point.
- Feel free to give your personal opinion in one or two lines.
- It is very important that you do not deviate from the topic. There are chances you may get ideas linking from one to another that may deviate you from the main point. You have to refrain from doing so.
- SOLUTION/CONCLUDING PARAGRAPH- Now, it is to be remembered that wherever you elaborate a problem, you always have to mention the steps being taken to improvise the situation and suggest a few solutions as well.

Now, it would be great if you could add a few quotes relating to motivating the people to take action.

Here also, the rule of STRONG-WEAK-STRONG applies.

- Last but not the least, the concluding line, thanking the audience for their cooperation and their patience. It is very important to conclude what you've started. Never leave a speech or for that matter, any of your answers open-ended.

Sample

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'. (150 – 200 words)

INDISCIPLINE IN SCHOOLS

It has been reported that the number of fights and cases of bullying has gone up tremendously in the last few months in our school.

Good morning to one and all present here. Today, I, Ali/Alia, your head boy/girl stand before you to throw light upon the grave issue of "Increasing Indiscipline in Schools".

It has been brought into lime light that disobedience of teachers, bullying, fights with peers, truancy and insults is becoming a common trend. Not only this, there have been complaints of parents witnessing a shift in their children's attitude. This is resulting in a lot of children getting hurt emotionally, mentally and physically. The impact this attitude is having on kids at an early age is disastrous and irreversible.

Not to forget the damage that has been done to the school property. Stealing chalks, scribbling on desks, walls and washroom doors, destroying CCTV cameras and the list goes

on. By doing this, we are only letting us deprive ourselves of the amenities being provided to us.

After a lot of meetings, lack of proper guidance, excessive use of social media and peer pressure have been observed to be the root causes of the problem. The counsel is taking steps to improve the situation. Life skill classes are being made mandatory for everyone. Teachings will include counselling, motivation and inculcating friendly values. Seminars for parents and students will be regularly organised. A counsellor to help you all share your feelings, grudges and sharing your personal problem is being made available. We are doing everything we can and expect the same from you.

So, let's join our hands together and build an environment where we encourage, motivate, help and be kind to each other for we are good and civilised beings capable of a lot of love.

Thank you.