**ORAL ASSESSMENT**

**PREPARED SPEAKING AND CONVERSATION**

**HOW TO PREPARE A SPEECH**

**A speech is not something that is read out aloud. You must gain and hold the attention of the audience.**

**1. Who is the audience?**

When drafting a speech, think of who you are making the speech to.

Consider their;

1. Age
2. Occupation
3. Position
4. And their relationship to you, the speaker.

**2. Language and style**

1. The audience must understand you
2. It must suit the purpose of the speech.

You must captivate the audience. If your speech must be serious, refrain from making silly jokes. The topic and audience should determine how you speak and what you say.

**3. Purpose of the speech**

You may have to convince people of something: be convincing

 You may have to congratulate someone: be congratulating

 You may have to praise someone: praise someone

 You may have to console someone: be consoling

 You may have to rouse the audience into action: be convincing and excited

**4. The three sections of a speech**

**4.1 The Introduction**

Gain the attention of the audience. Open your speech with a controversial statement, quote someone, tell an anecdote, tell a joke, mention statistics....

 There are many ways to begin with your speech, make sure you chose the most creative way. Refrain from trying to be just ordinary.

 Establish a rapport with the audience. Look at the audience, make eye contact, ask rhetorical questions or actions where the audience has to respond. Show the audience that you know them by talking about things they understand and experience in their lives. Try to stir the audiences emotionally.

**4.2 The body**

 Structure your speech, don’t just ramble on.

 Select carefully a number of points which you want to address in your speech.

 These points must be in a logical sequence.

 Use illustrations and examples to illustrate points better.

**4.3 The Conclusion**

The conclusion must be brief.

 It may be a summing up of the argument presented in the speech, it may be an appeal, you may want to make the audience think about something.

5. **Write out your whole speech**

**6. Memorize the speech by using the following techniques:**

 Understand what you want to say

 Know your topic

 To know the speech you have to write it yourself

 Make memory cards of the main points

 You may write down important quotes if you are afraid you will forget the quotes.

 Your cards should be used as prompts.

**7. Delivering the speech**

Pause where you need to.

 Emphasize important facts.

 Make eye-contact.

 Don’t move hands without reason.

 Stand straight.

8. **Evaluation**

Is there any evidence that the speech is planned?

 Is the contents of the speech relevant?

 Is the speaker making use of communication skills like pause, emphasis, eye-contact etc.

 How effective is the introduction and conclusion?

 Does the speech develop using logic points, cohesion and coherence?

 Are language forms used effectively?

 Is the speech delivered with confidence?

 Can the speaker respond to questions on the presentation?