

Organising your speech

A. Goal of the lesson

During this lesson students will learn about the basic structure of a speech. By the end of the lesson they can conduct their own speeches.

B. Activities

Lecture (20 min)

Go over the basic structure of conducting a speech. And explain why each of the part is needed

- a. as a mechanism how to make people listen what you have got to say;
- b. as a tool to win a debate.

Each format has its own tricks and special speaker roles, but in this lecture, you are supposed to cover the basics:

Tell them what you're going to tell them,
Then tell them,
Then tell them what you told them.
- Old speechwriters' saying

You can use pages 120 – 130

<https://drive.google.com/drive/u/1/folders/1IXWIIWY-ul4xYwbTU5C4BO1dg0cAJQL9>

Exercise (20 min)

Divide students into groups of 4 members and give each group a situation in which they must make a speech keeping in mind a certain goal.

Situation 1: You are a headmaster of a school and must give a speech to parents who might put their children in your school.

Situation 2: You are a phone advertiser and must sell a new product to a wealthy businessman

Situation 3: You are a football coach and you must perform a speech for the players before an important game.

Give students 10 minutes to prepare the speech that has an introduction, 2 arguments and a conclusion. Each of the members will present one part of the speech.

With this exercises the student will learn how to how the importance of different parts of a speech.

C. Preparation

- Read the theory
- Think about new situations if you have more students.

- Think about the situations and how to help the students back on track if they get stuck at one point.

D. Verification

How are the feelings?

What went good/bad? Which part caused the most difficulties and why?

What is the most important part? And why?

- What should every trainer do to learn from the lesson for the future:

- What activity/example/discussion produce best results at this lesson?

- What was the biggest problem during the lesson? How can I avoid/prevent it in future?

- Did I avoid/prevent the biggest problem which occurred the last time? If no, why?