

# SPEAK UP AWARD

*A speaking competition for year 5, 6 and 7 school children*



## "SPEAK UP AWARD" SPEECH PREPARATION

The Speak Up Award programme endeavours to provide young students with the opportunity to learn, develop and practise public speaking skills.

We hope that by providing these hints on the preparation and presentation of a speech, students, teachers and parents will gain some helpful information.

We believe that every person can develop their own style of public speaking and we should recognise and appreciate the differences. For this reason we do not provide a video record of previous outstanding speakers. Our aim is to provide students with a positive speaking experience in a supportive environment that will encourage them to develop their individual style of speaking.

We appreciate your support of the Speak Up Award and hope that you find your participation a positive and enjoyable experience.

### **PLANNING THE SPEECH**

#### **The Scene**

Be aware of the size of the venue, the seating arrangements and the composition of the audience.

#### **The Subject**

Choose a subject that you are interested in or feel strongly about.

#### **The Purpose**

What are you trying to achieve; to inform or educate, to persuade or entertain – or a combination of these components?

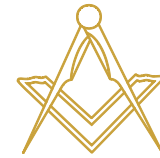
- Define the message – what do you really want to say?
- List various approaches to the subject; look for new ideas and a fresh approach.
- List good words, quotes, ideas, phrases that fit in with your theme.
- Decide how you will approach the subject; keeping in mind the original purpose of the speech.

#### **Research**

Where is the best place to find information about your subject?

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**FREEMASONS**  
Western Australia

## PREPARING THE SPEECH

### Opening Paragraph

This should grab the attention of the audience and make them want to listen. It should be half a minute in length. It may be; interesting, mysterious, challenging or questioning.

Often the opening will clearly define the subject and the purpose of the speech. However, some speakers will deliver an opening that leaves the audience with a puzzle or mystery that will unfold throughout the speech.

As a chairman will announce the student's name, school and subject, it is unnecessary for the student to do so.

### Content

The speech should be a logical progression of a theme, with facts or arguments well developed and presented with credibility.

One properly argued idea is much better than a long shopping list of individual words that lack support.

### Closing Paragraph

This should neatly tie up the whole presentation. It should reflect, confirm or consolidate the opening statement and the supporting "content" material, and take a strong and complete finish to the speech.

Don't say "thank you" at end of speech; it takes away from your ending. Don't rush off, but pause for a few seconds before leaving the stage.

### Preparation of Palm Cards

Small palm-sized memory joggers that note opening words, dates, quotes, etc can help. These should contain a word or two, not a story! Often the opening two words of each new idea is sufficient.

You may wish to write your opening and closing lines in full to give security and confidence.

### Timing

Often there will be far too much material to present in the allotted time. Check the whole speech for unnecessary words and generally tidy up all material.

The opening and closing paragraphs are linked closely together and should be concise, strong material. It is best to prune and tidy up the content section of the speech in order to get the timing right. In the First Round, a certain amount of flexibility is given. However, in the Preliminary Final and Final, time is more critical.

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## PRESENTING THE SPEECH

### **Voice**

Should be clear and audible with good projection; students need to take into account that not all venues are the same size – if the adjudicators cannot hear a student they will be unable to adjudicate him/her fairly.

Pace and tone should be varied, it is important to avoid a stilted delivery and to watch for fading out at the end of a sentence.

The rate of delivery must give the audience time to absorb the message (100 – 120 words per minute).

Pauses should be used to add emphasis, interest and meaning. They should be used to draw attention to a particular point.

### **Eye Contact**

It is essential to scan the entire audience, but try to eliminate a “searchlight” effect.

### **Stance**

- Stand firmly and comfortably.
- Avoid rocking and swaying.
- Walk confidently to the speaking position, pause and smile.
- Hands should be relaxed and comfortable.

### **Hand Gestures**

Should be appropriate and free, do not over do them and be aware of repetition.

### **Palm Cards (if used)**

Should be held in one hand so that the other hand can be used for relevant gestures, they are to be held up and glanced at, rather than lowering the head, which makes the voice less audible and breaks eye contact with the audience.

### **Speakers’ Aids**

These are items such as, charts, maps, pictures, photos, teddy bears, etc. Aids will only add to the speech if every member of the audience can see them clearly and they are used without affecting the flow of the speech.

The use of unnecessary speaker aids can be a major distraction to an otherwise good presentation. If in doubt leave it out!

If students do choose to use speaker aids during any stage of the Award, they are responsible for supplying and setting up their material.