



*Hello everyone.* This week's focus is on making and preparing an **un/prepared speech**. Speeches are made to **persuade, inform or entertain an audience**.

**Steps to take when preparing a speech:**

- **Choice of topic**- it should be that which suits the speaker.
- **Preparation of speech**- careful planning and structuring, editing and re-editing will ensure a successful speech. Balance your opinions with facts, data and statistics.
- **Construction of speech**- introduction must be captivating, body must be developed logically, and conclusions must linger and provide listeners with food for thought.
- **Practise your speech**- record yourself so that you are aware of your pace, pitch and voice projection.

**Public speaking techniques:**

**An effective speaker** -believes in himself/herself and gives audience the confidence to believe in him/her.

**Presentation**- a relaxed posture allows the speaker to look confident and listeners to feel comfortable. Facial and vocal inflections enhance interest.

**Pause**- varied pause lengths allow the speaker to change volume, pitch, pace and inflection.

**Audience contact**- speaker must maintain eye contact throughout, the body language must be in tune with the message and emphasis can be done by use of gestures. However, gestures should never be overdone.

*All the best*

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Please refer to **NECT MATERIALS EFAL GRADE 8 TERM 2 WEEK 3 CLEVER ENGLISH**

