

CHECKLIST FOR A SPEECH

LI- To learn how to write a successful speech, including success criteria.

- **Begin with a greeting eg Good morning ladies and gentlemen / good morning year 11.**
- **Structure it into paragraphs - middle, beginning and end.**
- **Take care with the tone you use - it must sound like someone is speaking.**
- **Think about the target audience - adults, teenagers, etc**
- **Show you have a relationship with your audience eg I can see by the look on your faces/ Can I please have a show of hands?**
- **Make use of personal pronouns/direct address to involve your audience - you/yours etc**
- **Use rhetorical questions - a question that does not require an answer, however, it engages the listener.**
- **It is always a good idea to include a bit of humour if it is appropriate.**
- **Use exclamation marks / BLOCKED CAPITALS for emphasis.**
- **Use a range of rhetorical and linguistic devices - see notes and plan for guidance.**

- **Ending** – thank your audience for listening; say you will be willing to answer any questions. Hope that they are as enthusiastic about the project as you are.
- **MAKE SURE YOU PLAN YOUR SPEECH USING A SPIDER DIAGRAM! PLANNING IS KEY TO SUCCESS! 15 minutes planning/ 30 minutes writing / 10 minutes proofreading**

Rhetorical devices

Rhetorical devices are used to engage, influence and persuade the reader.

- ✚ **Lists of three** – this adds weight and impact to your comment, making it an effective way to get your point across e.g. I'm big, slow and weak.
- ✚ **Rhetorical questions** – These are questions that are designed to involve and challenge the reader. E.g.
 - ✚ who wouldn't want to earn as much money as a film star?
- ✚ **Contrasts** – This is a good way of emphasising the significance of the point you are making. E.g. that's one
 - ✚ small step for man, one giant leap for mankind.
- ✚ **Emotive language** – This can help you to put your point across in a powerful convincing manner. E.g. Fox
 - ✚ hunting is a cruel and barbaric sport.
- ✚ **Repetition** – This is a good way of emphasising your point. E.g. what is important is education, education, education!

Literary Terms.

- **Metaphor** Compares two things without using the words like or as. Metaphors state that something is something else e.g. the moon was a ghostly galleon.
- **Simile** Compares two things using the words like or as e.g. her hair was like the golden sun.
- **Personification** Giving non - human things human qualities e.g. the moon winked down at me.
- **Imagery** Words and phrases which create vivid word pictures in your imagination.(metaphor and simile)
- **Onomatopoeia** words which sound like the actions they describe e.g. bang, thud, crash, slurp and whisper.

- Alliteration The repetition of the same consonants in neighbouring words e.g. seven sizzling sausages.
- Dramatic opening and endings create interest and engage readers.