



Education &  
Communities

# Sydney East *PUBLIC SPEAKING* *HANDBOOK*



## Prepared Speeches

- Speeches will be timed by the chairperson and recorded so students are encouraged to stick within their time guidelines.
- Students will receive **one warning bell** with **one minute to go** as well as **two warning bells** when their **time is up**.
- Students may be penalised if they exceed their speeches by more than 30 seconds, so they must be prepared to wrap up their speeches when they hear the final warning bell.
- **Strictly NO microphones are to be used for the competition** as this competition aims to display the natural abilities and skills of the speaker.
- Prepared speeches should be original and not recycled Multicultural Perspectives Competition speeches or debating topics as many of the adjudicators have heard these speeches before.
- Speeches should reflect a topic that the students are passionate about. Stage 2 and 3 should choose a topic that they are passionate about **which also encompasses a wider concept (local/global)**.

### Times for Prepared Speeches

	Approximate Time
Kindergarten	1 Minute
Stage 1	2 Minutes
Stage 2	3 Minutes
Stage 3	4 Minutes

### Some Useful Hints for Prepared Speeches

- An interesting beginning to the speech should grab the attention of the audience and set the tone for the rest of the speech.
- You should have a strong and obvious close to the speech that ties all ideas together and leaves a lasting impression.
- There should be interesting ideas and appropriate language for the age and maturity of the child in the main body of the speech. Some facts, examples, quotes and opinions should be included here.
- A natural delivery without an abundance of hand gestures or dramatic movements is needed.
- A clear, confident voice that is easy for the audience to hear is appropriate.
- A smile and a real interest in the topic being delivered is a great hint.
- All students **MUST** use palm cards that are made from thin CARDBOARD. They must be numbered and no bigger than the student's hand. The student should refer to them for cues but **NOT READ** from them. The palm cards may have only a few words or pictures on them that give the speaker the cue for the speech. Make the cards to suit the needs of the student.
- The use of a mind map may help to start brainstorming to get the ideas flowing. Ideas can then be expanded upon to start building the speech.
- The speaker should introduce him/herself at the beginning of the speech. He/she should not say "Good morning" etc. The opening statement should be the actual beginning of the speech.

- Do not finish the speech with words such as “the end” or even “thank you”. Make sure the final statement is strong and obvious.

## Ways to Structure Speeches

- Chronological – Order things according to time.
- Centred around questions – begin by posing questions about the topic and answer these as the speech unfolds.
- Ascending order/Descending order – The most important or most difficult points first (or last) and then the other points in order.
- Pose a problem and use the main body of the speech to solve it. Pose the problem, explain its cause and severity and then present one or two possible solutions.
- PLG – Organise your speech by looking at the main idea from a Personal, Local and Global perspective.
- Spatial – Use a central idea and present a series of pictures or images about it
- Journey – Take the listener on an oral journey by mapping points or ideas.

## Manner, Matter and Method

The three aspects of manner, matter and method need to be considered in constructing and presenting prepared speeches.

**Manner** refers to the presentation of the speech.

- The key to good manner is to be natural.
- Acting, singing, dancing and props are not allowed. Public speaking is not drama.
- Parts of manner include:

Eye contact	Speakers should look at the whole audience by focussing on parts of the audience for a short period of time.
Stance	Speakers should be comfortable but should not do anything that distracts from what they are saying.
Voice	Speakers should modulate tone, expression, volume and speed without appearing fake or unnatural. They should not force out their words or yell at the audience.
Gesture	If a speaker has to think about gesturing, then they should not be doing it. Gestures should be natural, not planned.
Palm cards	Speakers should use palm cards not pieces of paper. They always should be used but as little as possible should be written on them. Maximum size of the card should be the size of the palm.

cards are too large they will inhibit the use of the hands.  
 Microphones Microphones can inhibit the speaker's delivery of the speech. They are not to be used.

*Speakers should not read their speeches, they should deliver them.*

**Matter** refers to the material in the speech.

Speeches should be as original as possible. Whilst the involvement of parents and teachers is strongly encouraged, speakers should always write their own speech. Each speech should have a message or a point of view. This is what distinguishes speeches from information reports.

Speakers should **choose a topic** that they feel very strongly about so that they can speak with sincerity. They should also choose a topic that would be of interest to the rest of the audience.

**Early Stage One and Stage One** Students should choose simple topics such as pets, holidays, family members, etc.

**Stage Two** Students should also choose simple topics but they should be encouraged to talk about other people in relation to their topic. Their entire speech should not just be about themselves.

**Stage Three** Students should be encouraged to speak about an issue or problem in society such as the environment, war, poverty, etc. They should be talking about other people and the world in general for their entire speech.

Each speech must have an overall point **or message**. Speakers should incorporate their own point of view so that their speech does not become an information report. The speaker should make his/her opinion clear and they should leave the audience with something to think about.

**Early Stage One and Stage One** The message can be simple

**Stage Two** Speakers should be encouraged to justify their opinions

**Stage Three** Their message should be profound and justified.

**Arguments** - Speakers should support their opinion with several reasons and ideas. Their arguments should be logical and well-explained.

**Examples** – Speakers should support and prove their arguments and ideas with examples. An example in public speaking refers to people, places and events that have happened in the real world and that have been reported. Speakers should be taught the **Five Rs** that make a good example: Real, Reported, Recent, Reasonable and Relevant.

**Method** refers to the structure of a speech.

- **Beginning:**

There are three ways to begin a speech

- *Story* – Must be relevant to the speech as a whole
- *Statement* – Should be interesting and thought-provoking
- *Question* – Must be answered at some point in the speech

A good speech will avoid:

- A long drawn out introduction
  - Theatrical gestures
- Singing
- Using phrases such as “Today I’m going to talk about...” ‘The subject of my speech is...’ ‘The definition of...’ ‘My name is...’ ‘Good morning...’ etc.

- **Middle Development:**

The way the speech is developed will depend on the speaker’s purpose and personality. This part of the speech should be linked to the introduction in a logical and interesting way. It should also contain ideas and examples that support the topic and purpose of the speech and are linked to each other. This is the part of the speech where the speaker ‘gets the message across’. Planning this section carefully is very important so that the speech sounds convincing and spontaneous.

A good speech will avoid:

- Using lists
- Repeating ideas
- PAGE MISSING!!!!

## Hints for impromptu speeches

- Brainstorm the topic
- Choose ONE idea from your brainstorming session and develop this further
- Encompass a wider concept (Local-National-Global)
- Your speech should have a clear message
- Decide your starting and finishing points (open and close strongly!)
- State the reason why you are speaking on the subject
- Speaking about personal experiences will give you courage and confidence
- Don't try to cover too much

In summary, while there's no formula for writing the perfect speech, most good speeches have a purpose, are sincere, are balanced, and are original and striking.

## Structures and plans for an impromptu speech

- **Chronological**-order things according to time
- **Question-centric**-begin by posing questions about the topic and answer these as the speech unfold
- **Ascending order**-the most important or most difficult point first and then any remaining points to follow
- **Problem solving**-pose a problem and use the main body of the speech to solve it or, pose a problem, explain its cause and severity and then present one or two plausible solutions
- **PLG**-organise your speech by looking at the main idea from a personal, local and global perspective
- **Journey**-take the audience on an oral journey by mapping points or ideas
- **The PRES Plan**-
  - Make a **Point** with a confident opening line such as 'I believe that...' or 'I think we should...'
  - State the **Reason** starting with words such as 'This is because...' or 'The reason I say this is...'
  - Give an **Example** in the form of a story. A good lead in phrase might be 'Just the other day...' or 'A good example of this was reported in the paper only recently.'
  - Include a **Summary** of your point. This reinforces your opening and gives a very clear and confident conclusion. You could start with 'So you'll see, that's why I said...'
- **The Past Present Future Plan**-this three-step plan has the speaker talking about what the subject was like years ago, the situation now and some speculation on what it might be like in the future
  - Step 1 'In the past...'
  - Step 2 'Today, the situation is very different...'
  - Step 3 'In the future, I believe we will see...'

## Manner, matter, method

### Manner (the presentation of the speech)

- A speaker's manner should be natural and conversational.
- Exaggerated gestures, exaggerated use of voice, over-acting and the like should be discouraged in favour of a sincere, down-to-earth manner.
- With that in mind, it is still important that speakers develop their own individual style. Some speakers will come across more serious than others, some will be more entertaining and light-hearted.
- Speakers must not use props, and should not act out scenes or sing no matter how good at it they are.
- Eye contact with the audience should be maintained as much as possible. However, the best speeches are generally not learnt off by heart and robotically recited, but rather require the speaker to glance at his or her palm cards occasionally.

- Good speakers will occasionally stumble or say 'um'. This is preferable to speeches which are at the one extreme entirely read or at the other over-rehearsed. The competition is very much a learning exercise for primary-aged speakers, and learners stumble from time to time.
- A speaker's body language should again be natural and easy, which means hand gestures in moderation, a comfortable stance, and the occasional step.
- Speakers' voices should be relaxed and expressive without being exaggerated.

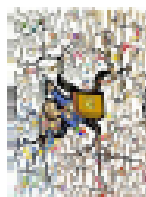
### **Matter (the material in the speech)**

- The best speeches usually have a strong point of view and a clear direction. All good speeches have a purpose in mind.
- The best speeches are balanced. This means a balance between personal perspective and a broader world-view, between rhetorical device and cold hard facts, and between humour and sincerity. A speech which is entirely personal is not a successful one, and nor is a speech which is essentially an information report. A simple tip would be to begin with a personal story and then broaden out to look at an issue in the community or the country, but remember that this won't work for every speech.
- Finally, good speeches are unique and striking. They should be original and catch the audience's attention by presenting them with something they haven't seen before.
- In Stage 2 speakers should be encouraged to justify their opinion.
- In Stage 3 their message should be profound and also justified.
- Examples-speakers should support and prove their arguments and ideas with examples. An example in public speaking refers to people, places and events that have happened in the real world and that have been reported. Speakers should be taught the FIVE R's that make a good example
  - Real
  - Reported
  - Recent
  - Reasonable
  - Relevant

### **Method (the structure of a speech)**

- Speeches need to have a clear introduction, middle, and conclusion.
- Good introductions are unique and give the audience a sense of the speaker's theme without being boringly explicit. "My name is \_\_\_\_\_ and today I'm here to talk about \_\_\_\_\_" is a very dull beginning, as is anything equally pro forma. Speakers might try beginning with a question, an anecdote, or for more serious speeches, a bold and striking statement.
- The middle of the speech should contain 3 or 4 separate, coherent ideas arranged so as to improve the flow of the speech, for example by moving from arguments on a personal scale to a look at a global issue, or from a look at the past to where we are heading in the future. Each idea should be given a reasonable amount of time. A simple list of every idea related to the topic is not a useful way to structure this middle section.
- Good conclusions are memorable, effective and original, avoiding pro forma clichés like "I hope you have enjoyed listening to my speech". Speakers should also avoid thanking the audience and opt for a strong final statement of their message as their last words.
- Finally, it's important to time the speech properly. Roughly speaking, they should be wrapping up their final idea when the first bell rings, and finishing off their conclusion when the two bells ring. Speakers should never reach the continuous bell that comes one minute after the official speaking time has ended.

# Sydney East Public Speaking Adjudication Sheet



Adjudication Items	Name : Speaker 1	Name : Speaker 2	Name : Speaker 3	Name : Speaker 4	Name : Speaker 5	Name : Speaker 6	Name : Speaker 7	Name : Speaker 8	Name : Speaker 9	Name : Speaker 10
Matter (40%)										
Manner (40%)										
Method (20%)										
Total Score:										
PLACINGS:										

## SUGGESTED POINT SCORE VALUES

31 – 40	Excellent
21 – 30	Very Good
11 – 20	Good
01 – 10	Fair

**MATTER (40%)** What is said – its relevance to the topic, its suitability, its originality, how clearly the opinion is seen

**MANNER (40%)** How it is said – eye contact, body language, pitch, tone, volume, etc.

**METHOD (20%)** How the subject matter is arranged – How balanced the argument is or how well supported the opinion is.





## SYDNEY EAST K-6 PUBLIC SPEAKING COMPETITION 2012



### **INFORMATION FOR PRINCIPALS AND PUBLIC SPEAKING COORDINATORS**

#### ● **PURPOSE**

1. To develop the public speaking and talking/listening skills of students K-6.
2. To provide public speaking opportunities for students at school, network and regional level.
3. To maintain the strong tradition of public speaking in the eastern area Sydney Region.
4. To continue to support the regional public speaking model and complement other competitions as debating across Sydney Region.

#### ● **ORGANISATION:**

In 2012 schools will be in 2 geographical divisions as outlined below:

1. Botany Bay/Network 8 (BB/N8) Schools located south of Bondi Regional Office and
2. Port Jackson/Network 8 (PJ/N) Schools located north of Bondi Regional Office.

The competition is stage based – that is: ES1 (K); S1 (Yr 1&2); S2 (Yrs 3 & 4) & S3 (Yr 5 & 6).

School may enter one student per stage.

There will be 2 Sydney East Finals held, one for each of the above divisions. The first two place getters in each stage in each Sydney East Final will go forward to represent Sydney East at the Sydney Region Final.

#### ● **KEY DATES/VENUES**

1. All student names to be emailed to Joanna French by CoB on Thursday, 20/9/12.
2. Sydney East Finals: Tuesday 23 October 2012 at Chifley Public School and Birchgrove PS.
3. Sydney Region Public Speaking Final: Tuesday 6 November, 2012 at Canterbury South Public School.

#### ● **REGISTRATION/COST;**

To register your school please complete the details on the next two pages and fax to Chifley PS or email to [joanna.french@det.nsw.edu.au](mailto:joanna.french@det.nsw.edu.au) A registration fee of \$10 and an entry fee of \$40.00 per student (*that is maximum of \$170 if a school enters students in all 4 stages*) will be charged to competing schools to cover the cost of adjudicators, certificates, public speaking booklets, medals and regional competition fees. Those schools that had teachers attend the professional learning afternoon on Tuesday 29/5/12 have the registration fee waived because they paid this through the course fee.

#### **SYDNEY EAST PUBLIC SPEAKING COMMITTEE MEMBERS:**

Rachel Borthwick – Bondi Public School  
 Therese Corben – SR Literacy Consultant  
 Jacque Counsel- Rainbow Street Public School  
 Joanna French – Chifley Public School  
 Tracy Gray – Birchgrove Public School

Greg Luther – Chifley Public School  
 Maha Metwally – Rose Bay Public School



## SYDNEY EAST K-6 PUBLIC SPEAKING COMPETITION 2012.

*Botany Bay/Network 8 (BB/N8)*



Kay Keeble- Bellevue Hill Public School

### **SYDNEY EAST GROUP 1 PUBLIC SPEAKING SCHEDULE.**

**Tuesday 23 October 2012 at Chifley Public School.**

**VENUE: CHIFLEY PUBLIC SCHOOL, MITCHELL STREET, MALABAR, 2036.**

**USE BOURKE ST ENTRANCE (street parking available).**

#### **POSSIBLE PARTICIPATING SCHOOLS:**

<p>Banksmeadow PS Botany PS Chifley PS Coogee PS Daceyville PS Eastlakes PS Gardeners Road PS Kensington PS La Perouse PS</p>	<p>Malabar PS Maroubra Bay PS Maroubra Junction PS Mascot PS Matraville PS Matraville Soldiers Settlement PS Pagewood PS Rainbow Street PS Randwick PS South Coogee PS Sydney Children's Hospital School</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **PROGRAM FOR THE DAY**

**(All participants arrive 15 minutes before starting time)**

**9:20am – Early Stage One (no Impromptu)  
10:15- Stage One (including impromptu)  
11:20- Stage Two (including impromptu)  
1:00pm- Stage Three (including impromptu)**

Due to time constraints please ensure that your students have adequate morning tea before or after their speeches.



**SYDNEY EAST  
K-6 PUBLIC SPEAKING  
COMPETITION 2012.**



## GROUP 2 PUBLIC SPEAKING SCHEDULE

Tuesday 23 October 2012

VENUE: BIRCHGROVE PUBLIC SCHOOL.

### POSSIBLE PARTICIPATING SCHOOLS:

Abbotsford PS Annandale PS Annandale North PS Balmain PS Birchgrove PS Bondi PS Bondi Beach PS Darlinghurst PS Dobroyd Point PS Double bay PS Drummoyne PS Five Dock PS Fort Street PS	Glenmore Road PS Haberfield PS Kegworth PS Nicholson Street PS Orange Grove PS Paddington PS Plunkett Street PS Rose bay PS Rozelle PS Vacluse PS Waverley PS Woollahra PS
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## PROGRAM FOR THE DAY

(All participants arrive 15 minutes before starting time)

**9:20am – Early Stage One (no Impromptu)**  
**10:15- Stage One (including impromptu)**  
**11:20- Stage Two (including impromptu)**  
**1:00pm- Stage Three (including impromptu)**

Due to time constraints please ensure that your students have adequate morning tea before or after their speeches.



**SYDNEY EAST  
K-6 PUBLIC SPEAKING  
COMPETITION 2012.**



**SCHOOL REGISTRATION INFORMATION**

Please complete all the details below in order to enter your school in this competition:

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE : \_\_\_\_\_ FAX: \_\_\_\_\_

SCHOOL EMAIL ADDRESS: \_\_\_\_\_

PUBLIC SPEAKER COORDINATOR: \_\_\_\_\_

A/H PHONE: \_\_\_\_\_

COMPETITION STAGES TO BE ENTERED:

EARLY STAGE 1 ☐

STAGE 1 ☐

STAGE 2 ☐

STAGE 3 ☐

**Note: Only ONE student per stage per school may enter.**

Public Speaker coordinator : \_\_\_\_\_ (Signature)

Email address: \_\_\_\_\_

Principal: \_\_\_\_\_ (Signature)

Please fax this registration form to Joanna French, Chifley Public School- fax number 9661 6934 or email [joanna.french@det.nsw.edu.au](mailto:joanna.french@det.nsw.edu.au) by COB on Monday, 18/6/12 Cheques and a copy of the attached invoice should be sent to Chifley Public School by COB on Friday, 22/6/12.

❖ \$40 per student entrant and \$10 registration fee (if required). Cheques payable to Chifley Public School.



**SYDNEY EAST  
K-6 PUBLIC SPEAKING  
COMPETITION 2012.**



## **SCHOOL INVOICE**

**Please complete all the details below in order to enter your school in this competition:**

**School:**

**COMPETITION STAGES ENTERED:**

EARLY STAGE 1 ☐

STAGE 1 ☐

STAGE 2 ☐

STAGE 3 ☐

Item	Price- \$40 per student (including GST)	Total
2012 Sydney East Public Speaking Competition	\$40 x no of students=	

**Principal's Signature:** \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please make cheques payable to Chifley Public School**

**ABN: 34 597 768 578**

**And Forward to:**

**Sydney East Public Speaking Competition**

**C/- Chifley Public School**

**Mitchell Street,**

**MALABAR NSW 2036**



**SYDNEY EAST  
K-6 PUBLIC SPEAKING  
COMPETITION 2012.**



## STUDENT INFORMATION SHEET

Please complete all the details below in order to enter your school's  
**STUDENTS** in this competition:

**School:**

**COMPETITION STAGES ENTERED:**

EARLY STAGE 1 ☐

STAGE 1 ☐

STAGE 2 ☐

STAGE 3 ☐

Stage	Student Name (please print)
ES1	
S1	
S2	
S3	

**Principal's Signature:** \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please ensure all student names are emailed to Joanna French –  
[joanna.french@det.nsw.edu.au](mailto:joanna.french@det.nsw.edu.au) by CoB on Thursday, 20/9/12.