

# SPEECH / WRITTEN ASSIGNMENTS TIPS

A speech or written assignment is always a fun, but also exciting, moment in the school year. What should I talk/write about? Will it go well? Will the class find my subject interesting? Will I get a good mark? We will help you on your way with these tips.

## Choosing a subject

- Choose a subject that you find interesting. It can be about the sport you practice, your father or mother's profession, a country where you have been on holiday, your pet, a hobby... If the subject appeals to you, you will automatically talk/write about it with a sense of enthusiasm, and your listeners/readers will always enjoy that.

CHOOSE A SUBJECT THAT YOU ENJOY, AS YOU WILL BE ABLE TO TALK ABOUT IT ENTHUSIASTICALLY

## Collect information

- Collect as much information as possible from the library, the Internet or ask people in your social network if they know something about it. You will also know a great deal yourself already, so write that all down.
- Make sure that you read through all the information properly and that you understand what you see. Look up difficult words you don't understand, or ask someone what they mean.

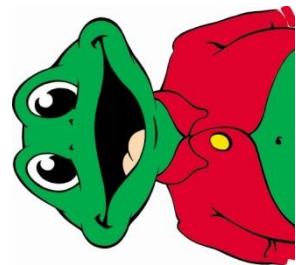
## Writing your speech/assignment

- Do not literally copy sentences, but use your own words as much as possible. If you need to deliver a speech, you can remember your story more easily in this way.
- Try to make your speech/written assignment interesting by using examples and comparisons.
- Don't use the same word too often, but try to use a bit of variety. Ask your parents to help you with this or look for synonyms on the Internet.
- It's best to end with a conclusion, in which you briefly repeat the most important points, or give your opinion, about what you have just told.
- When your written assignment or speech is finished, let your mother, brother or a friend read or listen to it (or all of them at the same time in order to practice in front of a group already).

ALWAYS WRITE DOWN YOUR STORY IN YOUR OWN WORDS AS IF YOU WERE TELLING IT TO SOMEBODY. THAT IS PLEASANT FOR THE READER AND YOU WILL BE ABLE TO REMEMBER IT EASILY

## Make sure that your written assignment looks good

- If you are working on a written assignment, work as neatly as possible. Work it out on the computer and add images, which you can find on the Internet or scan from a book. Don't write large, uninterrupted blocks of text, but create headings (take, for example, an important word from the following paragraph) and possibly chapters.
- Have you finished writing and have you added all the images? Then you can make a beautiful front cover for your written assignment. Your front cover must, in any case, include your name and the title of your written assignment. You can also work with different colours, pictures and drawings.



### Make sure you have great things to show

- You can also make a speech look good. Collect material that you can show during your story, so that the audience can also see what you are talking about. A few examples:
  - Is your speech about football? Then bring in your boots, or a ball and a poster of your favourite player.
  - Are you giving a speech about America? Then bring in the flag poster format and photos of places or sights that come up in your story. You could even, if you are able to do that, start with a sentence in English.

### A little practice

- If you have to give a speech, it's important that you prepare well. Practicing a few times in front of the mirror or in front of your parents, ensures that you will not be giving your speech for the first time when you are standing in front of the class. You can learn the story by heart, but it's better if you remember the broad outline. You can then tell your story in your own words. That's easier for you and more enjoyable for the audience. If you are scared that you will forget your story, you can write down the important points and you can look at your notes now and again during your speech.
- When giving a speech, it's important to breathe calmly, not to talk too fast and to look at your audience. Stand up straight and don't hide your hands in your pockets or sleeves. Talk slowly and clearly, and try not to speak in a monotone, otherwise it will become a bit boring.

PRACTICE YOUR SPEECH A FEW TIMES OUT LOUD IN FRONT OF THE MIRROR OR YOUR FAMILY, THEN YOU WON'T BE DOING IT FOR THE FIRST TIME IN FRONT OF THE CLASS LATER

Finally: It's not bad at all to be a little bit nervous. Remember that everyone has that! Good luck with your speech or written assignment!

