



9

Giving a presentation



Getting Started in TTO





Speaking



Good speaking skills are an important part of communicating with people from different cultures around the world. In TTO, you'll learn how to give a presentation for a project, speak about a given topic or take part in a debate.

Just like in writing, a good speech needs an introduction, a middle and conclusion. In this part, we're going to help you to prepare a speech (*spreekbeurt*) with a step-by-step plan.

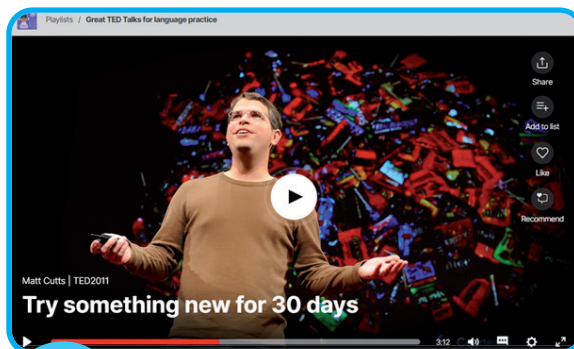
Task

1

Before you start, it is important to know what makes a good speech. For instance, can you understand what the speaker is saying? Does he/she make the topic sound interesting? Is the speaker enthusiastic about the topic?

Below is a table with a list of items to think about, to help you make a good speech. Take a couple of minutes to read through the list. Do this together with a classmate, if you like.

Then watch the video and try to spot the points in the list while you are watching.



Video 9.1: Try something new for 30 days

Points that make a good speech

Introduction (the beginning)

The speaker introduces the topic and tells the audience what he/she is going to talk about

The speaker catches the audience's attention

The middle

The speaker makes the topic sound interesting

The information is clear and organised

The speaker shows pictures

Conclusion (the ending)

The speaker gives a short summary of the information

The speaker gives his/her opinion of the information

The speaker thanks the audience

Presentation of speech

The speaker is enthusiastic

The speaker does not read from notes on paper

The speaker looks at the audience

The speaker speaks in a clear voice

The speaker speaks at the right tempo



B

Before you prepare your speech, your teacher will tell you what you are going to speak about. You might be able to choose from a list of subjects or you may have to speak about a subject or a topic you have studied in class. Whatever you speak about, you will need to prepare well. Below we have set out a step-by-step plan to help you.

C

**STEP
1**

Before speaking - What are you going to talk about?



First, decide on the subject you are going to talk about.

- Read the task you have been given: does it tell you what the subject is?
- Does the task tell you what points to include in your speech?
- If you are allowed to pick your own subject, choose one which interests you and which will be interesting for the audience.



STEP 2

Before speaking - What vocabulary are you going to use?

Choose some suitable (*geschikt*) vocabulary for your subject. If your speech is about a subject you have studied in class, you will find the vocabulary you need in your schoolbook or another source (*bron*).

- Think of vocabulary that is linked to the subject, and write it down (you could make a wordweb)
- Group words together which are linked to an idea or a theme (*thema*) about the subject
- Think about what the audience might like to know about the subject and write down some questions they may ask



E STEP 3 Before speaking - Do you need to look up information?

Check whether you need to look up information on the subject for your speech. If the subject is something you have already studied in class, then you will find information in your textbook, or another source (*bron*) that your teacher may have given you. If you need extra information, you can:

- Look up information using different sources (*bronnen*): the Internet, magazines or books
- When using the Internet, use good search terms, so you can easily find what you are looking for
- Check to see whether your sources are reliable (*betrouwbaar*), especially on the Internet
- Look for pictures and short films which will fit with the subject of your speech



F STEP 4 Before speaking - Answer questions

In Step 2, part of the instruction is to write down some questions. In this step, you answer those questions.

- Use the words from your wordweb
- If you've found new and interesting information, add this to your list
- Use all of the information in your speech



STEP
5

Before speaking - Organising your speech

Now that you have gathered (*verzameld*) words and information on your subject, it is time to start organising it. Divide up the information into an introduction, a middle and a conclusion. This is important, so that the audience clearly understands what you want to say.

- Use bullet points to help you order the information

- What are you going to say in the introduction? When you introduce the topic, try to catch the audience's attention

- What should come in the middle?

- First point: ...

- Second point: ...

- Third point: ...

- Finally, the conclusion: give a short summary of what you have talked about and give your own opinion on the subject - if you like, you can thank the audience for listening

- Make sure that the order of the information is logical (*logisch*)



STEP
6

Before speaking - Writing your speech

You have followed steps 1-5 and have gathered the information you need. It is time to write your speech in your own words:

- Use your own words and think about whether your audience will understand the information
- Use the pictures and films that you have found and explain what they show
- Make a prompt card (*spiekbrieftje*) for your speech. Use keywords (*signaalwoorden*) to remind you what you want to say next. (Even professional speakers use prompt cards!)
- Practise your speech in front of your parents or a friend; they can give you some useful feedback!
- Your teacher will tell you how long your speech must be, so time yourself; if your speech is too long, make it shorter - leave out a topic or a question



**STEP
7**

While speaking

During your speech, you want your audience to be interested and stay interested in what you are saying. While giving your speech, pay attention to the following points:

- Stand up straight and look at your audience
- Speak clearly and don't speak too fast
- Use your own words
- Be enthusiastic about the subject
- If you forget what comes next, look at your prompt card or take a few seconds to remember the next point



A useful way to practise speaking: two-minute talks

Two-minute talks are short speeches about a subject of your choice. They take very little time to prepare and you don't have to speak for very long. This is a great way to get used to speaking in front of a group.

Usually, your teacher will organise this as an exercise in class. It is a very good preparation for a longer speech. How does it work?

Your teacher will probably give you a list of subjects to choose from. Once you have made your choice, you will then have about ten minutes to prepare. Use steps 1-7 in the previous sections to help you. Don't forget that the preparation time is shorter than for a longer speech, so you won't have time to write out the whole speech beforehand.

There's no time to be nervous and two minutes is over in a flash!