SPEECH / TALK

What is a speech?

1. Speeches are talks delivered in public on formal and informal occasions.
2. There are many types of speeches such as 'welcome speech', 'thank you speech' and 'farewell speech'. Besides, there are also speeches on topics of interest and social issues.
3. The **PRESENT TENSE IS USUALLY USED** when you write out a speech.

Sample Question, Answer and Framework of Speech Writing

SPM 2015
Your school is organising a ceremony for your favourite English teacher who is retiring. You have been asked to give a farewell speech.

Use the notes below about your teacher to write your speech.

- number of years teaching at your school
- previous schools

- achievements
  - 100% passes English Language
  - Innovative Teacher Award

- contributions to the school
  - Head of English Panel
  - Teacher Advisor - debating team
  - organiser - charity events

- teacher's plans after retirement
  - Plan 1
  - Plan 2

- your opinion of the teacher
- one good memory you have of your teacher
- wish your teacher well for the future

When writing your speech, you should remember to:
- greet the audience
- state the purpose of your speech
- use all the notes given
- give your own ideas when needed
- end your speech appropriately

Sample Answer	Explanation
A very good morning to our Principal, teachers and fellow students. Today with a heavy heart are going to bid farewell to Mrs Nathan who will be retiring.	**<u>Paragraph 1 –*INTRODUCTION*</u>** **1) Greet the audience**. e.g: *Good morning / afternoon / evening to* • *boys and girls..* • *our principal, teachers and fellow students… (at an official school function)* • *Mr Chairman, ladies and gentlemen… (at an official function or society meeting* • *Guest of Honour* **2) Introduce yourself to the audience- (your name, position held, department attached to)** e.g: *I am Shalini, the Head Prefect of the school...* **3) Introduce topic / Purpose of speech** e.g: *I am here to present a talk 'Fitness.'* e.g: *The purpose of my talk today is to make you realize the importance of looking after your food intake and how your health can be maintained through exercising.*
Mrs Nathan has been teaching English at our school for the past fifteen years. Previously she taught at St. John's Institute and SMK Kampung Indah. During all those years, Mrs Nathan has been a dedicated teacher. She has been teaching English to the Form Four and Form Five classes. For the past few years her students have achieved 100%	**<u>Paragraph 2,3,4,5 – BODY</u>** • Main points and their elaboration (facts, figures, examples)

passes in the English Language. Mrs Nathan too has contributed a lot to our school. She has been the Head of the English Panel where she guided the junior teachers in setting and grading the English papers. Furthermore Mrs Nathan has been the debating team's teacher advisor. I am a member of the debating team and I for one have learned a lot from Mrs Nathan. Mrs Nathan has also organised several charity events and she did a marvellous job. Mrs Nathan has received an Innovative Teacher Award from the headmaster because of her passion and commitment in serving our school. Once Mrs Nathan retires, she plans to travel. She has told me that she would like to visit 'her parents' hometown of Kerala. She plans to visit the whole of Kerala and other parts of India as well. She also plans to visit Europe and Japan. Once Mrs Nathan tires of travelling she plans to give tuition to the less fortunate students for free. . Mrs Nathan is indeed a kind-hearted, loving and generous person. She was firm with us but at the same time was always there to listen to our problems. She was like a mother to all of us. There was once when the debate team had gone to compete against another school. Unfortunately we had lost badly. We were all down in the dumps. Mrs Nathan advised us not to despair. She said to learn from our mistake and to strive to do better next time. We followed her advice and we managed to win the next time.	• Elaborate 1 point in 1 paragraph or combine a few relevant points and elaborate in 1 paragraph
I would like to take this opportunity to wish Mrs Nathan all the best in her future endeavours and to never forget us. Goodbye Mrs Nathan. Thank you.	**<u>Paragraph 6: Conclusion</u>** • The speaker's hope • Thank the audience. • e.g:*Thank you very much for your kind attention.*

Sample of Question

Your school is organising The Annual Prize Giving Ceremony. During the event, you are requested to give a speech to introduce the recipient of the Best Student Award.

Use the notes below to write your speech.

- background

- personality traits
  - ambitious
  - easy-going

- achievements
  - Straight A's in SPM
  - Best Athlete during Sports Day

- contributions to the school
  - President of Nature Club
  - House Captain
  - Best Commander in National Level Police Cadet Camp

- Tips of success
  - Tip 1
  - Tip 2

- one of challenges he faced during study

- wish him good luck for his future

When writing your speech, you should remember to:

- greet the audience
- state the purpose of your speech
- use all the notes given
- give your own ideas when needed
- end your speech appropriately

MARK SCHEME FOR

Section A: Directed Writing

ASSESSMENT OBJECTIVES

To test the candidates' ability to:

- read and comprehend the rubric
- use the information to fulfil the task
- write with useful ideas within the framework of the question
- use clear and accurate Standard English, using a style and tone appropriate to the task

The objectives above are rewarded as follows:

FORMAT	-	3 marks
CONTENT	-	12 marks
LANGUAGE	-	20 marks
TOTAL	**-**	**35 marks**

1. AWARDING MARKS FOR CONTENT

Content marks should be identified by the letter 'C' followed by the content number and circled.

a) **FORMAT - 3 marks**

- F1 – greeting 1 mark
- F2 - purpose 1 mark
- F3 - ending 1 mark

b) **CONTENT - 12 marks**

CONTENT POINT	POINTS	MARKS
C1	background	**1**
C2	personality traits - ambitious	**1**
C3	easy-going	**1**
C4	Achievements - Straight A's in SPM	**1**
C5	Best Athlete during Sports Day	**1**
C6	contributions to the school - President of Nature Club	**1**
C7	House Captain	**1**
C8	Best Commander in National Level Police Cadet Camp	**1**
C9	Tips of success - Tip 1	**1**
C10	Tip 2	**1**
C11	one of challenges he faced during study	**1**
C12	wish him good luck for his future	**1**

2. AWARDING MARKS FOR LANGUAGE

Marks are awarded for:

(i) Accurate English

(ii) Style and Tone appropriate to the task

**Candidates need not use exact words given in the stimulus. However, own language must convey the same meaning

CRITERIA FOR MARKING LANGUAGE

Question 1: Directed Writing

A 19 – 20 Excellent	• Language is accurate except for first draft slips • No grammatical mistakes • Effective use of varied sentence structures • Vocabulary is sophisticated and precise • Spelling and punctuation are accurate and helpful • Paragraphs have unity and are well-linked
B 16 – 18 Good	• Language is almost always accurate • Sentence structure is varied and interesting • Wide vocabulary • Spelling and punctuation are accurate • Paragraphs have unity • Appropriate tone and style
C 13 – 15 Satisfactory	• Language is largely accurate • Simple structures are used without errors • Errors occur in complex sentences • Vocabulary is adequate • Spelling and punctuation are generally accurate • Written in paragraphs but ideas may not be linked • Appropriate tone and style
D 10 – 12 Fair	• Language is sufficiently accurate • Patches of clarity when simple structures are used • Some variety in sentence structure • Adequate vocabulary but lacks precision • Spelling of simple words and punctuation are generally accurate • Paragraphs have some unity • Tone and style are sometimes appropriate
E 7 – 9 Unsatisfactory	• Meaning is never in doubt • Errors are sufficiently frequent and serious • Some simple structures may be accurate • Vocabulary is limited and simple but not precise • Spelling errors in difficult words • Paragraphs lack planning • Tone and style inappropriate
U (i) 4 – 6 Poor	• Meaning is fairly clear • Many serious errors – mainly SWE (single word error) • A few simple structures are used correctly

	• Errors in spelling of simple words • Paragraphs may not be used • Tone and style hidden in density of errors
U (ii) 2 – 3	• Meaning is blurred • Multiple word error (MWE)
U (iii) 0 – 1	• Almost unrecognizable as pieces of English • Whole sections may make no sense.