

Spoken English Planning
Criteria and prompts for Planning



1. Voice:

- a) Clarity of voice- does the person speak clearly or do they mumble?
- b) Diction- manner of speaking and choice of words. Do you get a clear picture/ idea of what they are talking about? Have they chosen vocabulary carefully and explained terms?
- c) Volume- is their voice at an appropriate volume for the group of people listening and size of room?
- d) Tone- does the person speak in a lively/engaging tone? Does their tone vary or is it monotone?

2. Presentation:

- a) Is there good eye contact or do they look down to read too often?
- b) Do they look around the audience to include everyone or do they just look at a few people?
- c) Do they speak in an interested, confident, positive way and smile occasionally?

3. Style:

- a) Does the person present their speech in an interesting way?
- b) Do they use visual aids, voice, hands gestures, movement etc, which helps the listener understand and enjoy their talk?
- c) Do they surprise or challenge the audience? Is humour used? Have they thought about an interesting opening or ending?

Name:

Heats week commencing: 18th November



Date of my talk to class:

Semi-final: Wed 27th Nov pm

Final: Fri 6th Dec

Choose a topic that you are interested in and know something about or would enjoy researching.
Write down the information you would like to cover in your talk:

Choose an interesting title:

Plan an outline of your talk. It will need an engaging opening, several sections in the middle and an interesting ending that sums up your talk, leaving the audience with something to think about.

Think about and collect visual aids to help the audience to understand your talk.

Remember- this is a spoken English competition. Your visual aids should support your talk, not dominate it!

Practise what you are going to say and check that it will not take you more than 3-5 minutes.
Then put a few words or notes on to paper or small prompt cards to remind you what to say.
DO NOT write out your whole talk.