

Writing Speeches – Level Two

How to Guide - ANSWERS

You may wish to ask a tutor to look at your answers and example speeches so they can mark them and give you an independent view. This answer sheet gives you various examples but there are of course many ways you can write a speech so just use the answer sheet for guidance.

Question 1

Circle which of the following you could include in a speech.

Persuasion

Swear words

A salutation

Paragraphs

Regards

First person

Opinions

Conclusion

Question 2 - Read the extract from the speech and label any features you find.

Transition phrase

Fact

Emotive language

Secondly, the new housing development would cause overcrowding in schools due to at least 150 new students enrolling. All the classes have at least 30 students in them already so, if numbers increase, children will be packed in like sardines and won't be able to learn properly. Would **you** be able to learn without enough textbooks to go around or if **you** had to wait in a line of ten people to ask **your** teacher a question? Studies show that smaller class sizes are linked to increased academic performance. Let's not strip **our** young people of the chance to do well in their exams.

Rhetorical question

Fact

Personal pronouns shown in **bold**

Emotive language

Question 3 - Think of three more possible opening lines and three more closes for a speech.

Here are some examples of possible opening lines.

Good morning and welcome to our discussion on x.

Good afternoon ladies and gentlemen. Thank you for joining me for our debate on x.

Good morning. My name is x and I'm here to talk to you about x.

I'd like to welcome you all to today's discussion.

Good afternoon and thank you for coming to listen to me talk about x.

Here are some examples of possible closes.

Thank you all for listening to me today and I'm now happy to answer any questions.

Thank you for your attention. I hope you are able to act on the points I've raised.

I'd like to thank you for your time today. I hope that I've convinced you that...

Thanks to you all for listening and please do ask any questions.

Thank you very much for listening. There's now time for questions.

Question 4

Use the mark scheme below to help you mark your work. Tick, shade or circle the appropriate boxes. You may wish to ask someone else to help you – especially to check spelling, punctuation and grammar as it can be hard to spot your own mistakes.

Question	Box A	Box B	Box C
Does it have a suitable opening line?	Yes, it welcomes the audience	Yes, but it is too brief or doesn't fit the scenario	No, it doesn't welcome the audience
How well are paragraphs used?	Good paragraphing throughout	Some use of paragraphs	All one paragraph or paragraphs are unclear
Does the style fit the audience?	Yes, the style is suitable for university students	Yes, it tries to fit the audience but doesn't always manage it	No, it is not suitable for university students
Is it more than 200 words?	Yes, it is at least 250 words	Yes, it is just over 200 words	No, it is too short
How many spelling mistakes are there?	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
How many grammar mistakes are there? Includes: we was, could of or mixing past, present and future	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
How many punctuation mistakes are there? Includes full stops, commas, apostrophes and capital letters	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
Is it detailed and clear?	Very detailed and clear	Quite detailed and clear	No detail or not clear
Is there a conclusion?	Yes, a clear conclusion	Yes, but not clear	No
Is there a suitable close?	Yes, an appropriate close	There is a close, but it isn't appropriate	No close
Does it explain their opinion of smoking with under 18s in the car?	Yes, clearly	Yes, it covers some of those things	No, their opinion isn't clear
How persuasive is the speech?	Very persuasive using a number of techniques	Quite persuasive	Not very persuasive and no techniques used
Are there at least four complex sentences?	Yes, there are a number of complex sentences	There are one or two	There are no complex sentences
Has the writer stuck to the point and talked about smoking in cars?	All points are related to smoking in cars	Most points are relevant	They have talked mostly about something else such as general smoking or health
Does it use informal language appropriately?	Yes, it uses informal language well	It mostly uses informal language well	It is either too formal or uses too much slang
Do you have to read any parts more than once to understand what they are about?	No, it is all very clear	One or two parts are a little hard to understand	Much of the speech is hard to understand

If you ticked mostly Box A, then you are doing very well. Box B means you are getting the hang of writing speeches but have some areas to improve. Box C means you will need to put a bit more work in on writing speeches in order to do well in the test. Focus on the areas you need to improve and try to plan how you will improve each one. Don't try to improve too many different things in one go. Next time you write a speech focus on two things you want to do better such as spelling and using a closing sentence. Try to improve the easiest things first.

Try to identify why things go wrong. Do you make punctuation errors because you are rushing or because you are not sure when to use commas and apostrophes? Do you forget to use complex sentences or are you not sure how to use them?

If you don't know something, find the guide that will help you with that topic. If you forget to include things, take more time with your plan and write down what needs to be included such as apostrophes and complex sentences and tick them as you write.

Question 5

Use the mark scheme below to help you mark your work. Tick, shade or circle the appropriate boxes.

Question	Box A	Box B	Box C
Does it have a suitable opening line?	Yes, it welcomes the audience	Yes, but it is too brief or doesn't fit the scenario	No, it doesn't welcome the audience
How well are paragraphs used?	Good paragraphing throughout	Some use of paragraphs	All one paragraph or paragraphs are unclear
Does the style fit the audience?	Yes, the style is quite formal	Yes, it tries to fit the audience but isn't consistent	No, it is too informal
Is it more than 200 words?	Yes, it is at least 250 words	Yes, it is just over 200 words	No, it is too short
How many spelling mistakes are there?	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
How many grammar mistakes are there? Includes: we was, could of or mixing past, present and future	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
How many punctuation mistakes are there? Includes full stops, commas, apostrophes and capital letters	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
Is it detailed and clear?	Very detailed and clear	Quite detailed and clear	No detail or not clear

Is there a conclusion?	Yes, a clear conclusion	Yes, but not clear	No
Is there a suitable close?	Yes, an appropriate close	There is a close, but it isn't appropriate	No close
Does it explain why they think the library should not close?	Yes, clearly	Yes, it gives some reasons	No, there are no clear reasons
How persuasive is the speech?	Very persuasive using a number of techniques	Quite persuasive	Not very persuasive and no techniques used
Are there at least four complex sentences?	Yes, there are a number of complex sentences	There are one or two	There are no complex sentences
Has the writer stuck to the point and talked about the library closing?	All points are related to the library closing	Most points are relevant	They have talked mostly about something else such as other facilities in the town
Do you have to read any parts more than once to understand what they are about?	No, it is all very clear	One or two parts are a little hard to understand	Much of the speech is hard to understand

If you ticked mostly Box A, then you are doing very well. Box B means you are getting the hang of writing speeches but have some areas to improve. Box C means you will need to put a bit more work in on writing speeches in order to do well in the test.

Question 6

Use the mark scheme below to help you mark your work. Tick, shade or circle the appropriate boxes.

Question	Box A	Box B	Box C
Does it have a suitable opening line?	Yes, it welcomes the audience	Yes, but it is too brief or doesn't fit the scenario	No, it doesn't welcome the audience
How well are paragraphs used?	Good paragraphing throughout	Some use of paragraphs	All one paragraph or paragraphs are unclear
Does the style fit the audience?	Yes, the style is quite formal	Yes, it tries to fit the audience but isn't consistent	No, it is too informal
Is it more than 200 words?	Yes, it is at least 250 words	Yes, it is just over 200 words	No, it is too short
How many spelling mistakes are there?	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
How many grammar mistakes are there? Includes: we was, could of or mixing past, present and future	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes
How many punctuation mistakes are there? Includes full stops, commas, apostrophes and capital letters	Up to 5 mistakes	5 to 10 mistakes	More than 10 mistakes

Is it detailed and clear?	Very detailed and clear	Quite detailed and clear	No detail or not clear
Is there a conclusion?	Yes, a clear conclusion	Yes, but not clear	No
Is there a suitable close?	Yes, an appropriate close	There is a close, but it isn't appropriate	No close
Does it explain why they should be chosen?	Yes, clearly	Yes, it gives some reasons	No, there are no clear reasons
Does it address any of the prompts: How well you would represent the views of other students Your knowledge of issues students face in today's society Any other relevant experience, personal qualities or knowledge you have	Yes, some or all of the prompts are discussed	Yes, but not in detail	No, the prompts are not mentioned
How persuasive is the speech?	Very persuasive using a number of techniques	Quite persuasive	Not very persuasive and no techniques used
Are there at least four complex sentences?	Yes, there are a number of complex sentences	There are one or two	There are no complex sentences
Has the writer stuck to the point and talked why they should go to the conference?	All points are related to the conference	Most points are relevant	They have talked mostly about something else such as going on holiday to Miami
Do you have to read any parts more than once to understand what they are about?	No, it is all very clear	One or two parts are a little hard to understand	Much of the speech is hard to understand

If you ticked mostly Box A, then you are doing very well. Box B means you are getting the hang of writing speeches but have some areas to improve. Box C means you will need to put a bit more work in on writing speeches in order to do well in the test.