



Chapter 4 : Delivering a Speech

- speech : Expressions
- Listening
- Grammar : 1) direct speech
2) Indirect speech/reported
- Reading
- Vocabulary Building

01a. Expression

1. Opening speech

- “good evening ladies and gentlemen, ...”
- “it is a great honour for me to open this event ... ”
- “good evening everybody. It’s very nice to be here.”

2. Introducing the event

- “ladies and gentlemen , this is a big moment for the event ...”
- “Ladies and Gentlemen, we have gathered here at ... ”
- “Ladies and Gentlemen, today we are going to have a big event ...”

3. useful Expressions for a signposting a speech

- “I’m going to tell you how to ...”
- “I will focus on three steps in particular ...”
- “I have three points to discuss. they are ..., ..., and ...”
- “The most important thing to remember is ...”
- “Above all, you need to know ...”
- “I hope that you now have a better understanding of how to ...”

4. Closing speech

- “That’s all Ladies and Gentlemen, this will be the end of ...”
- “ladies and Gentlemen, I would like to thank ...”
- “thank you for your kind attention. Goodbye.”

1b. Speech reading

Organise Your Speech

Delivering a powerful speech is not easy. First of all, you need to organize your speech properly. Most speeches have three main components : the introduction, the body and closing.

The Introduction

This is possibly the most important part of your speech, because you want to grab your audience’s attention from the start. So came up with something clever, shocking or interesting right possible techniques to use.

Be dramatic. Say something like, “I’m about to reveal a plan that will drastically alter the face of humanity as we know it!” when your presentation is really about a new brand of facial soap.

Tell a joke. Getting people will loosen them up and make them feel inclined to like you and hear what you have to say. Don’t try this if your jokes are usually met by silence or groans. Test your opening out first on your most brutally honest of friends.

Tell a story. This will make the audience see you as a person instead of a boring public speaker, this giving you an air of accessibility. Two things to keep in mind story: keep it relevant to the rest of your presentation.

The Body

This is your speech. Everything you want to say should come out here, in an organized, trivialized fashion. Here are some possible techniques.

Use a formal outline. You can prepare for writing the content of your speech by outlining your major points with those fun roman numerals. Most good speeches have two or three main points, each of which has a couple of sub-points, or examples. Formally outlining your speech will make sure that your logical flow makes sense and that your audience doesn’t get lost. It will also help your figure out where the holes in your speech are, in case you have to do some last minute extra research.

**The closing**

The way you end a speech is almost as important as the way you begin it. The audience will be most restless at the end, and you have to find a way to be everything together so that they don't walk away remembering how badly they were fidgeting. The ending shapes the audience's memory of the speech. If you get a laugh, they will probably think it was funny, if you make a great insight, they will remember it as insightful. So sum everything up for them in approximately a few concise sentences and leave them with a witty line.

1c. Answer for Reading

1. How many components do most speeches have? What are they?
2. How should an introduction be delivered?
3. Explain some possible techniques to make a great introduction.
4. why do we have to organise our speech?
5. How should we organize the body of a speech?
6. How should we send a speech?

1d. Decide whether statement are true (T) or false (F)

1. Delivering a powerful speech is easy because you don't need to organise your speech.
2. to grab your audience's attention you have to come up with some thing clever, shocking or interesting right at the very beginning.
3. There are three main components of speeches
4. you can open your speech by tell a joke, story or be dramatic, as the body of your speech.
5. Two things to keep in mind about opening your speech with your story are keep it short and relevant to the rest of your presentation.
6. You can use a formal outline for the body of your speech.

7. Most good speeches have two or three main points, each of which has a couple of sub-points, or examples.

8. The way you end your speech is important as the way you begin it.

2a. Listening 1

Listen to the text carefully and decide whether these statements are true (T) or false (F)

1. the speech inform us about study -ing at university.

2. he's very proud to speak to the students of Toronto University.

3. the speech is delivered on graduation day.

4. the speaker has graduated from Translation faculty of Toronto University.

5. The speaker said to his friend to look around and remember this moment.

6. he wishes for success to all his friends in the middle of his speech.

7. The graduated students usually have alumni parties.

8. In some moments the students will receive of the diplomas and become the 2005 graduates of the Linguistics Faculty.

9. The graduated student will continue their studies

10. The speaker thanks all the lectures and friends in his speech.

**2b. Answer for Listening 1**

Listen to the following speech and complete the missing word of phrases. Pay attention to the intonations and expressions in delivering the speech.

Let me start by saying that I am 1)....
To be addressing you today as the students of Toronto University for the last time. In same 2) We shall receive the diplomas and become the 2005 3) ... of the Linguistics faculty, newly-flaged master of arts in Translation.

I 4) ... that after the strain of final tests, credits and 5) , not to mention the time-consuming graduation these (and its nerve-racking presentation), most of us were 6) To this moment, when the studying is over, the diploma is in your pocket and you are 7) To do what you like. But I want you to 8) ... you and remember this moment. Look at your group-mates and 9) ... because from now on life will scatter us around 10) ... and most of us will meet only at 11) ... recall the best moments of studying that we shared.

So let me wish you luck and 12) ... I wish you all 13) ... an your life path. I hope to hear about you well before the alumni party: when I will know whom to think of one of us graduated 16) ... to us all!

3a. Grammer Point → Direct & Indirect speech
Examples:

- I eat rice every day (Direct Speech)
 - He said that he ate rice every day (Indirect speech)
1. Present simple → past simple
 - Ari : "I eat rice every day (DS)"
 - He said that he ate rice every day (IS)
 2. present continuous → past continuous
 - Ari : "I am eating rice" (DS)
 - He said that he was eating rice. (IS)
 3. Present perfect → past perfect
 - Ari : "I have eaten rice" (DS)
 - He said that he had eaten rice. (IS)
 4. past simple → past perfect
 - Ratna : "I ate rice yesterday" (DS)
 - she said that she had eaten rice (IS)
 5. past perfect → past perfect
 - Ratna : "I had eaten rice" (DS)
 - she said that she had eaten rice.(IS)

6. past continuous : - No changes
- past perfect
- Ratna : "I was eating rice" (DS)
- she said that she was eating rice (IS)
- she said that she had been eating rice (IS)
7. future : will → would
- ratna : "I will watch movie" (DS)
- she said that she would watch movie. (IS)
8. can → could ; may → might;
Must/have to → had to

3b. Grammer point → direct & indirect speech

- Immadiate reporting → durasi sangat pendek antara DS dan IS
A : what did ann just say? I didn't hear it
B : She said that she hates you.
- General truth → timeless statement
No changes → A : "the world is round"
B : she said that the world is round.
- Command
A : "drink your tae!"
B : She told me to drink my tea.
A : "open the door!"
B : he told me to open the door.
Tell+objective
- She said, she has said, she had said, she will say
"I am eating rice" → she said that she was eating rice.

3d. Grammer point → direct & Indirect speech

- WH + H → why are you here? → He asked me why I was here
- asked → when can you see me? → She asked me when I could see him
- past → where do you live? → He asked me where I lived
- baik → what will you do? → She asked what I would do
→ Which is your book? → He asked me which my book
→ How are you? → She asked me how I was



- Non WH+H → can you meet me? → He asked me if I could meet him
- Asked → Will you go with me? → she asked me wheter I would go withh her
- if/wheter → have you seen my father? → He asked me if I had seen his father.
- "balik" → Should we stop this? → She asked me wheter we should stop this
- past → do you want an apple? → He asked me if I wanted an apple

3. Biel asked."where do you want to go for dinner?"
Biel _____
4. "when is your mom's birthday?", Johnny asked.
Johnny _____
5. "can you help me?",Tasha asked
Tasha _____
6. Metthew asked."did you break those windows?"
Metthew _____
7. Mandy asked."how did you recognize my voice?"
Mandy _____
8. Mom asked."will you be at home tonight?"
Mom _____
9. Grace asked."are you Mrs. Jones?"
Grace _____
10. My boyfriend asked."Why don't you believe me?"
My boyfriend _____

3d. Grammer Exercise 1

1. Christine said,"I will see you next week."
Christine _____
2. Marge said, "I go to school by bus every day."
Marge _____
3. Sam said, "I did not have relationship with that woman."
Sam _____
4. Christ said, "I may be late tonight."
Christ _____
5. Mom said, "Clean your room!"
Mom _____
6. Dad said, "Go outside!"
Dad _____
7. "You should visit a doctor", adam said.
Adam _____
8. "You have failed your test", teacher said.
Teacher _____
9. Gaby said, "Kay was just eating the dinner rigght here."
Gaby _____
10. Sam said, "You should work harder."
Sam _____
11. Mom said, "You might see your friend tommorow."

3e. Grammer Excercise 2

Complete the sentences by using the reported speech/indirect speech!

1. Amber asked."Are you going shopping?"
Amber _____
2. Elena asked."What is his name?"
Elena _____

4a. Readingg 1 + answer

Read the following speech aloud, pay attention to your intonations. Then, identify the introduction, the body and the closing of the closing of the speeches.

Speech 1

Friends,

I would like to say a few word before we start properly to partake in the enjoyment of this picnic. This picnic ic not the yearly office to the common personnel, participate.

We have arranged this mid-year picnic as an information affair where all officers and all subordinates can participate freely and derive pleasure from mixing and exchange of thoughts and fun.

Friends, I think you all know that there is an atiquatte of a picnic. Picnic-times is a period of hours when we have to forget ourselves and give yourselves up to community or friendly enjoyment.

In that spirit of freedom of action, thought and speech, let us enjoy our day, today. That is the way we can make our picnic a succes. So, friends come oneand come all, and let us fulfil ourselves in our picnicking. Welcome, And there cheers for our picnic success.



4a. Reading 2 + answers

Read the following speech aloud. Pay attention to your intonations. Then, identify the introduction, the body and the closing of the speeches.

Speech 2

Ladies and gentlemen,

I am very happy to have you all here. We don't get the chance to meet often, all of us, like this, at one place and one time. We have our work our preoccupations, and yet we meet sometimes, we need to relax, to get to know about each other.

It is mainly with this aim that I have invited you today, you who are like-minded friends, who will not criticise our complain, but will accept us and othee, as we are.

I think, it is good to meet sometimes to refresh ourselves with small and big talk, and lough away our cares wiith the help of other who are dear to us. I hope you will enjoy this get-together, and that tomorrow will give us new energy to face the future. Thank you friends, and enjoy yourself.

5a. Vocabulary Exercise

Complete the speech using the words given in the box. Check your answer with your friends.

I've attend this school for thirteen years now, and i've 1)_____you, my classmate, in quite a variety of clothing-football jerseys, 2)_____outfits, and during spirit week-football players 3)_____cheerleader outfits. But now, we've all came together for the las time as a class, sporting gowns and mortarboards for 4)_____.

Remember how many times we've 5)___about this moment inthe middle of class? We sometimes drift off during 6)_____fantasizing about how we would spend our days if life were an 7)_____summer weekend...and that's ussually when the teacher brings us back to 8)_____with an authoritative-'ahem'-clearing of the throat 9)_____by a smug inquiry about the electron 10)_____of the noble passes. Thanks, Mr.Gunawan.

Well everyone, this daydream is just now becoming, a new and 11)_____reality. For inaddition to our quality 12)_____from the classromm, we've received an education in life from each other. Solid, irreplaceable 13)_____with our peers and, yes, even with our teachers and coach have been forged through hard work, devotion, good times and bad, and most importantly, pride for a school that we should all be grateful to call our 14)_____. We may be receiving 15)_____tonight, fellow classmates, but look arround you at your teachers, coaches and friends, and realize what you've trully 16)_____for four years at Fairmont.

- Accompanied
- Configurations
- Educations
- Fascinating
- Education
- Friendships
- Almamater
- Diplomas
- Reality
- Witnessed
- Cheerleader
- Wearing
- Graduation
- Daydreamed
- Lectures
- Eternal
- Found

5b. Vocabulary Building—Repress → latin (reprihere) → (back) + promere(to)

- to repress → menindas, menekan

A. He repressed his desire to rapie the woman.

B. The country has been repressing media for too long.

- Bepresser → orang yang meindas.

- Repression → penindasan, penekanan, represi.

- Repressive → represif, berifat represi.

- Repressible → bisa ditindas, tekan, kekang.