

WRITING A TALK

What is being tested?

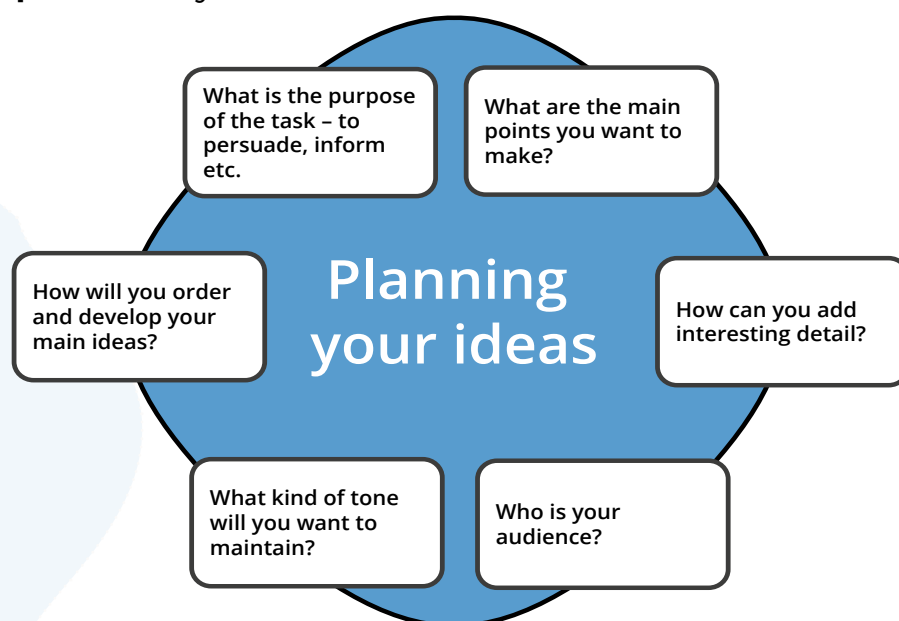
- How well you appeal to the reader, the quality of your ideas and how they are organised.
- Your ability to use sentencing, grammar and vocabulary.

Structuring a talk:

1. When writing a speech, your content needs to be set out as a **good piece of writing** – make sure you use paragraphs and careful sentence structure.
2. You may wish to **introduce yourself** and you certainly need to **introduce the content of your talk**.
3. Include at least two or three **main paragraphs** that develop the main points of your talk.
4. **Link** your ideas as you move between paragraphs so that the content of your talk is fluent.
5. **Conclude** with a clear focus on the **task** and **audience**.

Planning your content:

Before you begin, read the task carefully. You should **plan** what you want to include.



Definition:

A **talk** (or **speech**) is a written script of what you would say if you were delivering a speech. You need to write as though your content will be listened to. The audience and purpose of a talk/speech can vary, so understanding the task is crucial. This will help you decide on content and tone.

Techniques that you can use in a talk:

A good talk will be audience-directed, coherent and convincing.

Think about:

- vocabulary – use words that are specific and help you make your points
- organisation – you must write in paragraphs but make sure that these are organised in a logical way
- accuracy – punctuation is crucial to show how your talk will be paced to appeal to an audience
- persuasive techniques – you will have learned lots of these, but give careful consideration to which ones will be useful for the task set
- tone – this will vary depending on your task, e.g. for some audiences a lively tone and the use of humour may be useful.

TOP TIPS:

- ★ Try to develop your ideas thoughtfully – think about what will appeal to an audience.
- ★ Link ideas across paragraphs to create fluent writing – you might repeat ideas to reinforce a point.
- ★ Keep checking the task you have been given to make sure you remain focused.
- ★ Choose persuasive techniques that help you and improve your writing – you don't need to tick off every technique that you know.

Writing a talk – tasks:

You would like to raise some money to support a local charity. Write a talk to your year group to raise awareness about your local charity and to persuade local people to support it. You should include the following information:

- details about the charity
- the support the charity needs
- how your year group can support the charity.

“Increasing litter levels suggest that we have lost all pride in our beautiful country.” Prepare a talk for your classmates in which you give your opinions on this view.

“People today never show enough kindness to one another. We must make more effort to be kind.” Write a talk to give on BBC Wales’ new programme *Youth Views*, persuading young people to be kind to others.

You would like to raise some money for an animal charity. Write a talk for your classmates persuading them to donate to your chosen charity.

Next steps:

Read or watch famous speeches from history. Are there any techniques that you can copy?

Work through some sample tasks and write a plan for them.

Read your teacher’s feedback for talks/speeches you have written in the past. What do they think you need to do to improve?