



Speak Up!

Lesson 3 - Planning

Objective: to learn how to plan a prepared speech comprehensively

Materials needed: white board, markers, timer or stopwatch

Lesson plan:

1. Greet students
2. Ask the group what they learnt during previous lessons:
 - Why we believe public speaking skills are important
 - The challenges and fears
 - The basic rules of public speaking – about clarity, organization, and confidence
 - How to engage the audience.
 - Fears connected with public speaking and the ways we can work to
 - decrease or eliminate them.
3. Ask them if anyone remembers how to engage the audience, for example by using:
 - Eye contact
 - Vocal variety
 - Body language.
4. Introduce the topics covered in today's lesson:
 - Types of speeches
 - Purpose of the speech
 - The importance of knowing your audience
 - Format.



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Lesson plan:

5. Icebreaker activity:

Ask everyone to think about one situation they felt very proud of themselves. Give them three minutes to prepare and write their notes on a piece of paper.

Ask them guiding questions as they prepare, such as:

- When and where did it happen?
- Who was there?
- What made them proud?
- What were the positive outcomes of the situation?

Get them to talk about their proud moments in front of their peers.

6. Ask them what types of speeches they remember from last lesson, such as:

- Explanatory / informative
- Entertaining
- Persuasive / argumentative
- Motivational
- Special occasions: pitches, debating

Discuss how these speeches differ with regards to their purpose, audience, and format. What will the speaker have to change for each speech (e.g. content and deliver) and how will they change this?

7. Explain the importance of knowing the purpose - audience - format before giving a speech. Ask them to give an example of a speech they have given, and ask them what the purpose of this speech was.



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Lesson plan:

8. Tell them about the different purposes of a speech:
 - To inform - providing the audience with information but not encouraging them to use it in any particular way.
 - To persuade - providing the audience with information and encouraging them to use it in a particular way (i.e. to support a certain viewpoint).
 - To argue - providing the audience with information, encouraging the audience to use it in a specific way, and disproving opposing viewpoints or arguments.
 - To entertain - making light of a certain situation or topic. Can be also informative, persuasive, or argumentative, but the focus of the speech is on entertaining the audience.

Ask them to consider whether they have given any of these speeches before, and in which situations they think each speech purpose may be useful.

9. Activity:

Give them three minutes to prepare a one-minute-long speech about a topic of their (or your) choosing in a specific speech style. You can choose the style for them or use a random spinner.

10. Ask them to consider the different audiences they may have to present to, and how their speech may change based on this (e.g. humour, vocabulary, slang, formality, statistics).



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Lesson plan:

11. Introduce the project they will be completing over the course of the club: by the end, they will give a five minute speech about their role model.

Get them to research who they would like to give their speech on. Ask them what sources they can use for this research, such as:

- Internet
- Biographies
- Books
- Documentaries
- Talking to an expert