

# Speech or presentation

Guide listeners through an idea and invite a response

## COMMON FORMS

Assembly, debate, subject presentation, campaign

## TEXT SHAPE

Hook → signposted points → examples → closing message or call to action

## FEATURES AND LANGUAGE

Direct address; signposts; repetition; rhetorical questions; spoken transitions

## PLAN AND TEACH IT

Write for the ear: short units, clear signposts and planned pauses. Rehearse aloud and cut awkward phrases.

## tone and register

Voice can be warm or formal; match vocabulary and pace to audience and setting.

## LINKED CLASSROOM ACTIVITIES

Try: Micro Presentation · Explain, Then Take a Question · Explain One Graph Point

## A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

## QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Guide listeners through an idea and invite a response.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

## A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.  
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.