



COOMERA  
ANGLICAN  
COLLEGE

12 June 2017

Dear Parents/Guardians

This year Coomera Anglican College will again hold a Public Speaking Competition as a Preparatory-Year 6 College event. Talking and listening activities are an integral part of the English syllabus and Public Speaking supports this component well. **All children from Preparatory through to Year 6 will be required to participate.**

As homework during Weeks 1 and 2 of Term Three, students will be asked to prepare a speech and practise at home. **This will be the focus of their homework during this week.** Guidelines to help prepare the speech are outlined below and on the pages attached.

During Week 3 there will be "class speak-offs" and each child will present his/her speech to the class. It is therefore important that your child does practise their speech at home, so that they feel comfortable and confident. If your child is successful at class level, he/she may progress to present their speech at a Preparatory-Year 1 or Years 2-3 assembly in Week 4 on Tuesday 1 August.

Some guidelines to help your child are listed below:

- \* **Topics:** Children may choose to speak about **a topic** they know or are interested in.
- \* **Palm Cards:** Encourage your child to make up palm/cue cards. These should be no larger than 10cm by 5cm. When speaking, hold these cards down low and not in front of the face.
- \* **Speech Times:**

Preparatory	-	30 seconds
Years 1/2	-	1 minute
Year 3	-	2 minutes

Please assist your child during this time. Help them prepare their speech and palm cards. Listen to them practise their speech **every night** during this week and give them hints on vocal expression, eye contact and posture as they practise.

Thank you for your assistance.

Yours sincerely

Mrs Carley Penberthy  
**PUBLIC SPEAKING COORDINATOR**

Mrs Mandy Banks  
**PUBLIC SPEAKING COORDINATOR**

### To the students and parents...

When speaking, talk in a normal voice and look at your audience – try not to read your speech. Choose a topic that is familiar and interesting; a little bit of humour can sometimes make the speech more entertaining.

P – 3 As we are aware, some children are still learning to read, so this task may seem difficult. We suggest you use a combination of **simple words and pictures**. These pictures will prompt the child into remembering what they have to say.

### Topic Selection:

P – 3 A **RECOUNT** is quite acceptable for younger children. This is where the child talks about something they have done. However, an opinion can be easily added to a recount. For example, a speech about a visit to Dreamworld could include something like ..... “I really enjoyed going on all the rides,” or “I’d love to go back again.....”

Choose a topic you know a lot about. Some topic ideas are:

- \*Birthday parties
- \*My favourite present
- \*My sister/brother
- \*My holiday to....
- \*My grandparents
- \*Favourite toys
- \*School
- \*Friends
- \*Sport, dancing, hobbies
- \*My family
- \*I love my pet/dog/cat because .....

Your speech should have an:

**Introduction** – to state what the topic is about.

**Body** – Here you expand upon the main points. Include complications, events, conflict/problems.....

**Conclusion** – Finish off speech, tie up loose ends, give an opinion.

### THINGS TO DO WHEN GIVING A PREPARED SPEECH:

- \*Choose an interesting or original topic.
- \*Be well organised and relaxed.
- \*Speak in a natural voice.
- \*Use cue/palm cards but try to memorise as much of your speech as possible.
- \*Speak clearly and pause for effect.
- \*Have lots of eye contact.
- \*Use occasional small hand gestures or body language where appropriate.
- \*Use facial expressions, **especially a smile**.