



Alexandra High School
English Home Language

17/02/2021

Dear Grade 10s

I trust that you are well.

For your first term assessment task you will be required to research any topic of your choice, which you will present to the class for your **Task 3 Oral: Prepared Speech**.

Please read the following instructions carefully:

TOPIC: Learner's choice

Time: 4-5mins

Marks: 10

STEP ONE: RESEARCH - Look up information on your chosen topic, so that you are well informed on what you have chosen to speak about.

STEP TWO: In your speech be clear on the following:

Why: Tell the audience the purpose (reason) of your speech. Give the reason why you have chosen to talk about this topic.

What: Give accurate details and information on your topic. Discuss all your points in detail. Give the audience a clear understanding about your topic.

Who: be aware of who your audience is. Who are you addressing in your speech? (e.g. parents, teachers, peers) Write your speech accordingly.

***** REMEMBER that it is a FORMAL ASSESSMENT TASK so avoid the following:**

- **Slang**
- **Colloquialisms**
- **Swearing/ vulgar or inappropriate language**
- **The following topics are banned: Drugs, alcohol, cars, myself, coronavirus, anything sexually related, sports, peer pressure, my favorite celebrity, bullying etc.**
- **Be creative and think of something unique that you would like to inform/motivate/encourage your peers about.**

STEP THREE: plan out your speech (notes / mind maps)

STEP FOUR: FORMAT

- **Introduction – approximately 1 min**
Greet audience
Introduce your topic
You may use a quote or an interesting way to grab your audience’s attention
- **Body – approximately 3 minutes**
Discuss your topic in detail.
Give all relevant information about your chosen topic.
You may include any relevant quotes, facts and figures to back up what you are speaking about.
- **Conclusion – approximately 1 min**
Round off your speech.

STEP FIVE: Make cue cards with key words to help you remember your speech.

STEP SIX: Practice your speech. Make sure it is 4 – 5 minutes in length.

STEP SEVEN: Please note that NO PowerPoint presentations will be used. You may use a poster/chart for your speech with pictures based on your topic. You **MUST** hand in a written or typed copy of your speech to your teacher on the day of your oral together with references/bibliography of the sources you used.

Orals begin: 8th, 10th and 12th March.

Happy researching!

Miss B