

“How to” Guide - Public Speaking

1. **The Team** - Note the different shapes/ colours for different team members.
The Chair and Speaker to sit at the Table at the front of the room and the Proposer to the Vote of Thanks sits in the body of the hall (normally in the front row).



2. Format -

Timing	Chair	Speaker	Proposer of the Vote of Thanks
Start	Welcome & introduction of Speaker. (2 minutes)		
02.00		Speaks on a topic (6 Minutes)	
08.00	Thanks Speaker & explains procedure for questions Introduces Proposer (approx. 1 minute)		
09.00			Summarises Speakers Speech with comments & asks a Question to the speaker (approx. 2 minutes)
11.00	The question does not need to be repeated.		
11.30		Speaker answers Question (approx. 1 minute)	
12.30	Asks for further questions and takes a question from the Judges (approx. 1 minute)		
13.30		Speaker answers Question (approx. 1 minute)	
14.30	Introduces the vote of thanks (approx. 30 seconds)		
15.00			Delivers vote of thanks to the speaker (1 minute 30 seconds)
16.30	Chair Concludes (approx. 30 seconds)		
17.00	END		



3. Role descriptions

Chairman:

The Chairman - set the scene and ensures it all runs smoothly.

(Time penalty if Chair goes over 2 minutes in Opening speech, rest of Chair duties not timed).

- You will have an air of authority - but keep the panel and audience relaxed, remaining in control and attentive throughout
- In your introduction you have 2 minutes to set the scene for the audience - the event they are attending
- Briefly introduce yourself, the proposer of the vote of thanks, and the main speaker
- Work out a skeleton introduction for your Speaker - make them sound as interesting as possible
- During the competition introduce each speaker in turn, thanking them with a brief comment when they finish

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- Chair Concludes - add your final comments and close the meeting.

The Speaker:

The Speaker has 6 minutes to talk on any topic - it's their choice!
(Time penalty if speaker goes over time)

- You are to give a speech on a topic of your choice
- Keep the wording of your speech simple and natural as if in conversation
- Allow as much of your personality to show as possible - give ideas, opinions, and views
- The speech should be a mixture of humour and fact where possible
- End your speech by thanking the audience and the Chair

Proposer of the Vote of Thanks:

Have two key roles- Comment with question & Vote of Thanks

Comment with question

- Proposer to comment on the Speaker's address, agree or disagree and ask one pertinent question on the subject matter of the address

Vote of Thanks (Time penalty if over 1 minute 30 seconds)

- Prepare a skeleton speech so you have a rough idea of what you want to say - comment on the speaker's speech to show you have listened
- Thank the guest speaker for their speech sincerely

4. Pre-Competition Time: 15 minutes

- Chairman to gain information from the speaker in order to introduce them correctly and give a brief overview of their speech.
- Use any remaining time to run through individual speeches
- Speaker to give the Chief Steward their written notes giving the subject chosen and personal background. The written notes to be available to the Chair and Judges.

NOTE: *Sharing information usually beneficial to both parties.*