

Questions	Tasks (above)	What you have to do ...
... on what occasion?	Task 1: ✎  Task 2: ✎  Task 3: possibly at the college (following an invitation from the college or another organisation)	Be aware of your role and the formal character of the occasion: <ul style="list-style-type: none"> <li>• Stay calm and logical.</li> <li>• Work with arguments and reasons.</li> <li>• Speak clearly and directly.</li> <li>• Use appropriate language.</li> </ul>
... on what topic?	Task 1: the process of ✎  Task 2: the concept of a ✎  Task 3: ✎	<ul style="list-style-type: none"> <li>• Find ideas in the text which you can use or refer to in your speech.</li> <li>• Note down any further ideas from class work: facts and figures, arguments, key words and phrases.</li> </ul>
... with what intention?	Task 1: to criticise the views of the articles  Task 2: to ✎  Task 3: to ✎	Think of a clear structure and a convincing line of argument.  (→ see p.69 to revise the types of comment and practise ordering your arguments)

## 2.2 Structure

a) A speech has to be carefully structured in order to be effective (→ see p.13). In the left column of the grid below, read the ideas and advice for the three main parts of every speech. In the right column, fill in appropriate phrases for the introduction and the conclusion from the **Useful phrases** box on the right.

### Useful phrases: Introduction and conclusion of a speech !

- Let me conclude with the words of ... who once said that ...
- Ladies and gentlemen, ...
- I am hoping for ... Thank you for listening/for your attention.
- It is an honour for me to be here today at ...
- All my evidence points in one direction: ...
- I feel greatly honoured by your invitation.
- Looking at all the facts and figures, I have to draw the conclusion that ...
- As some of you might know, since my early childhood I have taken a special interest in ...
- You might all remember XY who said many years ago: "..."
- What it all boils down to is the following: ...
- Let us all work together to ...
- We are here today to ...