

- The **PRESENT TENSE IS USUALLY USED** when you write out a speech.

Sample question:

You are the head prefect in your school. At the beginning of the new school term, you have been asked to remind students about the school regulations. Write out your **speech** using the notes below:-

ATTIRE:-	
School uniform	-neat -wear white shoes and socks
Hair	-boys - short -girls - short or long - long hair must be tied up
Nails	-short
Make up-is not allowed in school!	
CONDUCT:-	
-No loitering	-No handphones
-No jewellery	-No smoking
-Be punctual	-Respect teachers
-Pay attention in class	-No playing truant

When writing the **speech**, remember to;

- include **all** the points given
- elaborate on the points
- set out your speech correctly
- write in paragraph

Suggested answers & explanation on the format:

Answer	Explanation
Good morning to our principal, teachers and fellow students. Welcome to the new school term. I am Nuzul Fikrie Ahmad, the head prefect of SMK Raja Muda. This morning, I would like to refresh your memory about our school regulations especially regarding attire and conduct.	<u>Paragraph 1 – INTRODUCTION</u> ● Greet the audience. e.g: <i>Good morning / afternoon / evening to</i> ● <i>boys and girls..</i> ● <i>our principal, teachers and fellow students... (at an official school function)</i> ● <i>Mr Chairman, ladies and gentlemen... (at an official function or society meeting)</i> ● <i>Yang Berhormat, Tan Sri Najib Abdul Rahman, ladies and gentlemen... (if there is a distinguished guest)</i> ● Introduce yourself to the audience- (your name, position held, department attached to) e.g: <i>I am Dr Fiqry Nasir from Assunta Hospital in Petaling Jaya.</i> ● Introduce topic e.g: <i>I am here to present a talk on the topic 'Body Fitness.'</i> ● Purpose of speech e.g: <i>The purpose of my talk today is to</i>

	<i>make you realize the importance looking after your food intake and how your health can be maintained through exercising.</i>
To create a good impression, always be dressed <i>neatly</i> in your <i>school uniform</i> complete with <i>white shoes and white socks</i>. Don't forget to wear your school badge and name tag. Your <i>hair</i> should be short and neatly combed. <i>Boys</i> should always keep their hair <i>short</i>. <i>Girls</i> are allowed to keep <i>long</i> hair but it should always be neatly combed and <i>tied</i>. No one is allowed to wear jewellery. If you do, then your jewellery will be confiscated. In addition, you <i>cannot use make-up</i>. Your <i>nails</i> should always be kept <i>short</i>. Remember, no nail polish is allowed. Regarding your <i>conduct</i>, always be <i>punctual</i>. <i>Respect your teacher</i> and <i>pay attention in class</i>. Remember, <i>no loitering</i> around and <i>playing truant</i>. If you don't comply with the school rules, <i>you will have to face the music</i>. Last term, several students were suspended or expelled from school for fighting, <i>smoking</i> and other serious offences. <i>Handphones</i> are banned. If you bring handphones, they will be confiscated.	<u>Paragraph 2,3,4,5 – BODY</u> • Main points and their elaboration (facts, figures, examples) • You can either: • Elaborate 1 point in 1 paragraph or • Combine a few relevant points and elaborate on the points in 1 paragraph
These regulations are meant to create a positive image and environment for the school. There are, of course, some	<u>Paragraph 6: Ending</u> • thank the audience

black sheep who will break the regulations. Do not be influenced by them. Instead, set a good example for others.

Thank you.

e.g: *Thank you very much for your kind attention.*

Discussion on vocabulary

attire	-	clothes
confiscated	-	taken away
comply	-	follow
face the music	-	face the consequences
suspended	-	banned from attending school for a duration
black sheep	-	people who are considered bad or embarrassing

Some techniques that can be used to elaborate on the points:

1. Use “**MR. HOW AND HIS 5 WIVES**” technique
2. Use your **EXPERIENCE** in school / hostel to elaborate on your points.