

## MAKING A SPEECH

	<b>PARTS</b>	<b>PHRASES</b>
<b>Tell them what you are going to tell them.</b>	<i>Address the audience</i>	Ladies and gentlemen, ...I am... (N.N.) and I feel it is a great honour / pleasure to talk to you because I know that you...
	<i>Make them listen</i>	"I have a dream." / "The only thing we have to fear is fear itself." Guess who said it? – I will tell you. It was... And he is my hero...
	<i>Define your own role</i>	I have come here to tell you... because I have known... I have worked with... I have done research about...
	<i>Preview</i>	There are three points I would like to talk about, and they are... first..., second..., third...
<b>Tell them.</b>	<i>less important</i>	There has always been the question of what to do about..., how to solve the problem of... (Now this has been my first point.)
	<i>important</i>	Let me now come to my second point. There is also the problem of... the case of... (So, this has been my second point.)
	<i>most important</i>	Let me now come to my third and most important point. We all know what has happened..., who Y was... what X stood for...
<b>Tell them what you have told them.</b>	<i>Review</i>	Now we know about first (why)...., second (how)... and third (what)...
	<i>Appeal</i>	So, the main thing to remember, to do... Let us never forget... always remember... try to do in future...
	<i>Close</i>	Ladies and gentlemen, I hope you have enjoyed... I am... – Thank you for listening.

## RHETORICAL DEVICES

<b>EXAMPLES</b>	<b>DEVICE</b>	<b>HOW TO DELIVER</b>
Life, Liberty and the pursuit of Happiness	<b>List of Three</b>	Rising intonation for (1) and (2), falling intonation and slowing down for (3).
(1) The past is over. (2) The present is here. (3) The future begins – now.	<b>List of Three, Parallelism</b> [‘----]	
We fight for the many, not the few. She never tired. She never rested. She always did her best.	<b>Contrast</b> [‘--],  <b>List of Three,</b>	Knocks on your desk or gestures stress the repeated pattern.
This is the man who promised hope. This is the man who promised change. This is the man who has failed completely.	<b>(Anti-) Climax</b> [‘--]  <b>Anaphora</b> [‘-’--- ]	
What is our duty? – Our duty is to do our best.	<b>Question – Answer</b>	Intonation rising for the question and falling for the answer.
Has our team done well? – Yes, my friends, it certainly has.	<b>Rhetorical</b> [‘-’---] <b>Question</b>	
He has never done a day’s work. (~ <i>He is just a bit lazy.</i> )	<b>Overstatement</b>	Tone of voice, facial expression or gestures make it clear what you really mean.
I am not sure this is a good idea. (~ <i>I think this is a stupid idea.</i> )	<b>Understatement</b>	