

Speech

Points to remember:

1. Begin with a formal address to the chief guest, fellow speakers and audience. E.g., if you are giving a speech in the school assembly—Good morning respected principal, teachers and my dear friends, I am Anurag Batra and I am here to present my views on.....
2. It should have a catchy introduction. You may begin with a small incident, quotation, striking statistical data or a thought provoking question.
3. Give good and relevant content and be to the point.
4. First para.- introduction, second para- details of the topic, third paragraph- suggestions, if any for the improvement of the situation, fourth para- conclusion, which should be brief and striking. You must consolidate the points mentioned earlier and leave the audience thinking.
5. Be original and use good language.
6. You must thank the audience at the end.

A speech given by a student in the assembly.

Respected principal, teachers and my dear friends a very good morning to you. Myself Anurag Batra am here to give a speech on the topic 'We should let animals live too'.

It is a matter of great joy and satisfaction that today our school is celebrating the Animal Rights Day. We have thus taken the lead in raising our voice against man's cruelty to animals and creating public awareness about preserving the fauna. For centuries, man has been ruthlessly and wantonly killing animals, such as fox, deer and stag, elephants, snakes and so on. The years of slaughter have left the number of several species of animals severely depleted. Today many species of animals which once roamed the earth have become extinct and many more are facing the danger of extinction.

The government has enacted stringent laws against poaching to preserve the endangered species, still indiscriminate killing of animals goes on. I have collected statistical data of antler seizures since May 1998. In the year 1998, there was total seizure of 241 kg of antler from various places. In the year 1999 it was 210 kg. then there was a lull in the illegal antler trade in 2000. In the year 2001, the traders seem to have come back with a vengeance. Till 11 September 2001, a huge quantity of 8238 kg. of antler has been seized from various places in Maharashtra.

Now the question arises: what is the purpose behind killing animals? Obviously it is man's greed and his commercial interest. Antler is used in making chandeliers, ash trays, daggers handles and medicines. In fact the most ignominious shopping list of

creams, chess pieces, belts, buttons, jewellery, purses, caps and so on are all made from animals. Today, let us take a pledge that we shall not buy or use any article made from animals. We, in India have always followed the policy of 'live and let live', and animals have as much right to live as human beings. Thank you for your patient listening.

ARTICLE

For an article you just need to remember the following things:-

- 1.) You must give it a title.
- 2.) It should be divided into three paragraphs.
- 3.) You must write your name.
- 4.) Refer to points 2, 3, 4 and 5 of speech writing.

DEBATE

1.) Remember to begin with your introduction and inform the audience whether you are speaking for or against the topic. A good way to start would be to give a nice example and then introduce yourself and state whether you are speaking for the motion or against it.

2.) Divide it into paragraphs. Don't write the entire thing in one paragraph. Build up your argument in a coherent manner with examples to support your point of view.

3.) Don't forget to give it a strong end and thank the audience for their patient listening, before you end it.

REPORT

From :

To :

Date

Suitable heading

Suitable introduction..eg You recently asked me to submit a report on my study ofThe following are my findings and recommendations.

The Current Problem:

Reasons why this problem has arisen:

Recommendations:

Conclusion:

Suitable ending, including other ideas for betterment

Your signature

Your name

(designation)

P. S. - you must write the words 'To' and 'From' while writing the names of the sender and the receiver

DIARY ENTRY

1. You must indent a diary entry.
2. Word limit- 150 words
3. Don't forget to write the name of the writer at the end

Date
Day

Time

Begin writing from here.

Name of the writer

FORMAL LETTER

Sender's Address

Receiver's Address

Date

Subject : _____

Sir/ Madam

The body of the letter must be divided into three paragraphs

Para 1- brief introduction of the topic

Para 2- details of the issue

Para 3- suggestions

You must not indent any paragraph

Yours sincerely

Signature

(Name of the sender)

INFORMAL LETTER

Sender's address

Date

Dear_____

Body of the letter. It can be divided into 3-4 paragraphs. **You must not indent any paragraphs.**

Yours lovingly/affectionately

Sender's name