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Chapter 1 : Dynamic Public Speaking: The Major Types of Speeches

Many entertaining speeches fall under the category of special-occasion speeches. All the speeches in this category are given to mark the significance of particular events. Common events include weddings, bar mitzvahs, awards ceremonies, funerals, and political events.

Westside Toastmasters is located in Los Angeles and Santa Monica, California The 4 Delivery Methods Even though your confidence will grow as you get through your speech, the way it is received will hinge on the method you use to deliver it. There are four ways to deliver a speech: In many companies, people who memorize are much touted and I agree that it is impressive. Professional speakers often memorize their speeches because they frequently use the same speech. Yet for each new audience they make cuts or additions and customize the speech. Only a very fine speaker can do the same speech over and over again and make it seem fresh each time. Presidents of the United States are a notable exception, and they tend to have very good writers on staff. I once heard Jane Trahey, a gifted writer, make a keynote speech. Even though she read the speech, she made it work because her remarkable writing carried her delivery. But most of us are not exceptional writers, and we stiffen up when we have to write something down. Lacking the confidence professional writers exhibit in their prose style, our written language becomes stilted. Compare a newspaper headline to the way you would relay news to a friend. In conversation we tend to be more natural, using shorter sentences, more colorful language, contractions, and slang. And if you practice by reading from a written manuscript, you will become so wedded to the paper that it is virtually impossible to break away from it. You also lose most of the expressiveness and engaging body language that make speeches work in the first place. If you feel that you must read your speech, begin by talking it into a tape recorder; then type it up and read from that script—at least then the speech will sound like spoken language. And this can happen no matter what your status as a speaker is. Bishop Fulton Sheen went so far as to say, "I never resort to a prepared script. Anyone who does not have it in his head to do 30 minutes of impromptu talk is not entitled to be heard. Its elements are a condensed version of any prepared speech of general communication. The more you plan, prepare, and polish your formal presentations, the more persuasive you will be in all your communications. Know your main point. Work in a couple of good examples. Try for a memorable conclusion. Be sure to make a circle relate your conclusion back to your opening. People always find this very impressive. The fourth kind—the extemporaneous speech—is the one that works best for almost every speaker. It means being very well prepared, but not having every word set. From the beginning, practice using notes, but never a typed script. The idea of practicing is not to memorize your speech but to become thoroughly familiar with the expression and flow of ideas. You can also prepare by reciting your speech into a tape recorder, using your outline to guide you. Again, talking keeps your speech fresh and helps you avoid the traps of written words. Rehearse aloud, on your feet, at least six times. Edit your notes after each playback of the tape recorder. The more you rehearse, the better your speech will be. Those who knew Abraham Lincoln well said that the effectiveness of his talks was in direct proportion to the amount of time he spent rehearsing them aloud and on his feet. Even when speaking extemporaneously, you should memorize certain key elements of your talk: Memorizing these parts ensures that you will know how to get from point to point and will help you maintain eye contact at all important moments. When you speak extemporaneously, you incorporate techniques from the other kinds of deliveries. You end up committing certain parts to memory; you occasionally read a note from your note cards; and you may even throw in an off-the-cuff, impromptu remark.

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Chapter 2 : Speech Examples

Get this from a library! Speeches delivered at the bar, and on various public occasions in Ireland and England . [Charles Phillips].

Understand when to use each of the four methods of speech delivery. But students who do this miss out on one of the major reasons for studying public speaking: You already know how to read, and you already know how to talk. But public speaking is neither reading nor talking. Speaking in public has more formality than talking. During a speech, you should present yourself professionally. It also means being prepared to use language correctly and appropriately for the audience and the topic, to make eye contact with your audience, and to look like you know your topic very well. While speaking has more formality than talking, it has less formality than reading. Speaking allows for meaningful pauses, eye contact, small changes in word order, and vocal emphasis. Reading is a more or less exact replication of words on paper without the use of any nonverbal interpretation. Speaking, as you will realize if you think about excellent speakers you have seen and heard, provides a more animated message. The next sections introduce four methods of delivery that can help you balance between too much and too little formality when giving a public speech.

Impromptu Speaking
The presentation of a short message without advance preparation. You have probably done impromptu speaking many times in informal, conversational settings. Self-introductions in group settings are examples of impromptu speaking: The disadvantage is that the speaker is given little or no time to contemplate the central theme of his or her message. As a result, the message may be disorganized and difficult for listeners to follow. Here is a step-by-step guide that may be useful if you are called upon to give an impromptu speech in public. Take a moment to collect your thoughts and plan the main point you want to make. Thank the person for inviting you to speak. Deliver your message, making your main point as briefly as you can while still covering it adequately and at a pace your listeners can follow. Thank the person again for the opportunity to speak. As you can see, impromptu speeches are generally most successful when they are brief and focus on a single point.

Extemporaneous Speaking
The presentation of a carefully planned and rehearsed speech using brief notes, spoken in a conversational manner. By using notes rather than a full manuscript, the extemporaneous speaker can establish and maintain eye contact with the audience and assess how well they are understanding the speech as it progresses. The opportunity to assess is also an opportunity to restate more clearly any idea or concept that the audience seems to have trouble grasping. Then you can resume your message, having clarified an important concept. Speaking extemporaneously has some advantages. It promotes the likelihood that you, the speaker, will be perceived as knowledgeable and credible. In addition, your audience is likely to pay better attention to the message because it is engaging both verbally and nonverbally. The disadvantage of extemporaneous speaking is that it requires a great deal of preparation for both the verbal and the nonverbal components of the speech. Because extemporaneous speaking is the style used in the great majority of public speaking situations, most of the information in this chapter is targeted to this kind of speaking.

Manuscript Speaking
The word-for-word iteration of a written message. In a manuscript speech, the speaker maintains his or her attention on the printed page except when using visual aids. The advantage to reading from a manuscript is the exact repetition of original words. As we mentioned at the beginning of this chapter, in some circumstances this can be extremely important. In reading one word at a time, in order, the only errors would typically be mispronunciation of a word or stumbling over complex sentence structure. However, there are costs involved in manuscript speaking. It is worth noting that professional speakers, actors, news reporters, and politicians often read from an autocue device, such as a TelePrompter, especially when appearing on television, where eye contact with the camera is crucial. With practice, a speaker can achieve a conversational tone and give the impression of speaking extemporaneously while using an autocue device. However, success in this medium depends on two factors:

Speaking from Memory
Memorized speaking The rote recitation of a

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memorized written message. Actors, of course, recite from memory whenever they perform from a script in a stage play, television program, or movie scene. The advantage to memorization is that it enables the speaker to maintain eye contact with the audience throughout the speech. Being free of notes means that you can move freely around the stage and use your hands to make gestures. If your speech uses visual aids, this freedom is even more of an advantage. However, there are some real and potential costs. First, unless you also plan and memorize every vocal cue The subtle but meaningful variations in speech delivery, which can include the use of pitch, tone, volume, and pace. You might end up speaking in a monotone or a sing-song repetitive delivery pattern. Second, if you lose your place and start trying to ad lib, the contrast in your style of delivery will alert your audience that something is wrong. More frighteningly, if you go completely blank during the presentation, it will be extremely difficult to find your place and keep going. Key Takeaways There are four main kinds of speech delivery: This is the style most speeches call for. Manuscript speaking consists of reading a fully scripted speech. It is useful when a message needs to be delivered in precise words. Memorized speaking consists of reciting a scripted speech from memory. Memorization allows the speaker to be free of notes. Exercises Find a short newspaper story. Read it out loud to a classroom partner. Then, using only one notecard, tell the classroom partner in your own words what the story said. Observe the differences between news anchors using a TelePrompTer and interviewees who are using no notes of any kind. What differences do you observe?

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Chapter 3 : Public Speaking Occasion

The informative speech conveys information, the persuasive speech is a call to action and the special occasion speech is given to commemorate a person or event.

Public-speaking events[edit] The public speaking events are typically memorized speeches that can be on any topic the competitor desires. Typically, the same speech is used for the entire competitive season but may not be used in more than one season. Original Oratory[edit] In Original Oratory , a competitor prepares an original speech which may be informative or persuasive in nature. A competitor may use one speech for the entire season. The purpose of Oratory is to inspire belief or reinforce conviction. At the high-school level, the speech is generally delivered without visual aids or notes. In many leagues including the two U. Speeches are generally eight to ten minutes in length, with a warning often given when the allowed time has expired; most tournaments have a second grace period. Persuasion[edit] Persuasion is often considered the collegiate equivalent of Oratory. The focus of the event is to change, reinforce, or instill the attitudes, beliefs, and values of the audience. Although few rules that dictate what topics or formats are permissible in persuasion, most persuasion speeches are policy-based; speakers advocate a specific policy proposal to address a need, offering their recommendation in a problem-cause-solution or cause-effect-solution format. Informative[edit] Informative speaking, also known as Expository Address , is a speech meant to inform the audience. The speech is supposed to be objective, without any judgement or evaluation of the topic. In intercollegiate competition, the time limit is ten minutes and the speech is typically memorized. In high-school competition, time limits vary by U. Some informative speeches use visual aids; visual aids and puns or wordplay are emphasized in California , although neither are required. Declamation[edit] Declamation , or memorized speech, is the high-school interpretation and presentation of a non-original speech. Speeches may be historical such as Martin Luther King Jr. Declamations are generally persuasive, and the competition is similar to Original Oratory. Like Oratory, speeches are about eight minutes long. Rhetorical criticism[edit] Rhetorical criticism , or communication analysis, is an individual collegiate event in which the speaker has ten minutes to present a speech. The artifact may be anything of rhetorical significance, such as a book, a speech, an advertising campaign, or a protest movement. The speaker identifies the goals the artifact seeks to accomplish. They then select a model form of analysis typically borrowed from communication scholars to determine the effectiveness of the artifact in reaching its goal; for example, in analyzing an anti-smoking campaign the speaker might choose a model discussing the most effective methods of employing fear to persuade a mass audience. Special-occasion speaking[edit] Special-occasion speaking, a high-school event, is similar to Oratory but focuses on lighter subjects and addresses a specific audience. Although comedy is frequently heard in special-occasion speaking, it should not detract from the message the speaker is trying to relate. The speech is not as strictly persuasive as in Oratory, but can be designed to inform. Speeches are typically six to eight minutes long. The event covers a variety of topics, but the use of humor is central to its execution. The speech should not resort to base humor, but should be topical and relevant to the idea presented. This type of speech, found at the collegiate level, is typically six to ten minutes long. Limited-preparation events[edit] A limited-preparation event is an event in which the speakers have no prior knowledge of the speech they will give, with a set amount of preparation time to write a short speech. Preparation times vary by event and range from two minutes to an hour, after which the competitors deliver their speeches. Broadcasting[edit] A radio speech is a prepared event which includes news stories and a commercial. Speakers receive a packet with a prepared newscast and must edit and compile these stories into a five-minute newscast that is unique and engaging. Preparation time varies by state from 15 to 45 minutes. Transitions are expected to be smooth, and the newscast should be as close as possible to five minutes. Scoring is based on reading clarity, adherence to the time limit, and the appeal of the stories chosen. At the beginning of a round, speakers are usually given three questions relating to current events and asked to choose one on which to prepare a speech. During the

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preparation period usually thirty minutes , periodicals may be used to prepare the speech. The speech, presented with limited notes, is six to eight minutes long on the collegiate circuit [4]. The main purpose of the speech to make an argument answering the question given at the beginning of the round and convince the audience that this interpretation is the most correct. Impromptu speaking[edit] In impromptu speaking , competitors are given a topic usually a word or phrase which may be a person, thing, a well-known saying, a less well-known quotation , a current event, or an object and compose a speech based on the prompt. Impromptu speeches are usually four to six minutes long with 15 seconds to seven minutes of preparation time , but other tournaments have no limits on preparation time or speech length. Judging typically focuses on speaking ability such as enunciation, pace, and vocal variety , creativity, and overall balance of the speech such as points of roughly-equal length and appropriate length of introduction and conclusion. In many states, impromptu speaking is a contest combining wit and humor with insight; speeches should be funny, but also make a point. Extemporaneous Commentary[edit] Competitors in Extemporaneous Commentary are given a topic of national, regional or local importance, and prepare a speech on that topic during a preparation period. Judging focuses on the quality of the vocal presentation, the organization of the speech and the use of sources to back up assertions. The speech is usually presented seated. According to the National Forensic League , the event imitates the work of media commentators who speak about trends or community problems. It is more similar to interpretation than limited-preparation events, since each round is an interpretation; however, it differs in that each competitor receives the piece for each round in a one-hour draw and read and cut the piece for interpretation. Three kinds of interpretation are represented in different rounds, one of which is used for the finals: Each competitor has seven minutes to deliver the cut interpretation before the judge. They have a half-hour to read the given piece and recast it in their own words before presenting their version to the judge in under eight minutes. Stage make-up, costumes, and props are prohibited. Different voices and characters are used, and each character should be easily distinguished. The questions are published online in advance, and the rules are generally the same as for impromptu speaking. Acting and interpretation events[edit] Though the purpose of each event differs based on if it is an acting event or an interpretation event, all of these events seek to use different forms of literature to tell a certain theme or story. Dramatic Interpretation[edit] In Dramatic Interpretation , a competitor interprets a selection from a dramatic theatrical script. A competitor plays several parts, which are differentiated with a variety of positions and voices. Each character should be clearly distinguishable, and a competitor can also play a single character. The use of a manuscript depends on the individual tournament and circuit, though typically it is required at the college level [5] and not allowed at the high school level. Much of the rules for HI are identical to its dramatic counterpart with the only difference being that the presentation is funny. The story often involves an main character and several different side characters which the competitor will "pop" in and out of quickly. No introduction is required and no props or manuscript are allowed. This is a high school event with a time limit of 8 minutes.

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Chapter 4 : Phrases for welcome speeches : how to say welcome uniquely

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It will also ensure that you avoid one of the most common mistakes when delivering a speech, the mistake of omission. The nature of the occasion will obviously have a great bearing on your speech. The occasion will dictate not only the content of your speech, but also the duration, the tone, and the expectations of your audience. For example, humor may be inappropriate during a business presentation or a eulogy, while it may be welcome during a wedding speech, or a sports event. You should also be aware of your role and any observances that you should make during your speech. For example, a Best Man ought to close his speech with a toast to the Bride and Groom. Digging deeper, The Occasion is fairly self-explanatory, or so we think. But you should never stand in front of a large group of people and make a speech based on assumptions. The very first thing we must get to know before speaking in public is the occasion itself. Perhaps you think you know the occasion and are tempted to skip to the next chapter. Aspects to his life of which you are not aware. Yes, she tells you, their mother has a grave illness and will not be able to attend the wedding. Suddenly a simple best man speech has become something completely different. It is a bittersweet occasion due to the absence of close family. There is also serious illness in the family. You also realize that you have likely been asked to be best man due to the absence of a brother in patriotic duty overseas. You have an idea. She loves the idea! The point being of course, that a speech is never just a speech. There is always an occasion, and labels such as wedding, retirement, eulogy do not constitute an occasion while marriage of childhood sweethearts, retirement of much loved lifelong company man whose grandson has just joined the firm and eulogy for first generation immigrant, mother of four and grandmother of eleven certainly are occasions. Knowing this distinction, and taking the time and care to do your research, set you on the road to a very special, memorable speech.

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Chapter 5 : How to Write a Speech (with Sample Speeches) - wikiHow

*The Speeches of Charles Phillips, Esq., Delivered at the Bar, and On Various Public Occasions in Ireland and England [Charles Phillips] on calendrierdelascience.com *FREE* shipping on qualifying offers. This is an EXACT reproduction of a book published before*

Special Occasions

Informative Speeches An informative speech is essentially a lecture. It is intended simply to inform your audience on some topic. Your teachers are trying to inform you, and their lectures are essentially informative speeches. An informative speech is different from a how-to speech or a persuasive speech because it is only intended to provide information. You will leave it up to your audience to decide for themselves what to do with the information. Informative speeches are useful as an introduction to some topic that is unfamiliar to your audience. You will also want to be acquainted with what your audience already knows. You will also want to know what topics will be of interest to your audience.

Demonstrative Speeches The demonstrative speech is closely related to the informative speech because it centers on providing your audience with information. The main difference, however, is that the demonstrative speech is a "how-to" lecture. Rather than passing on raw information to your listeners, you are teaching them some very practical skills. The key to a demonstrative speech is to focus on practical application, not on abstract facts and statistics. Your goal is to teach the audience how to, not to tell them what is "how to bake a chocolate cake, not what is a chocolate cake. Here are some topic ideas to get you brainstorming: What to Do Use visual aids! These are helpful in any speech, but they are the very backbone of a demonstrative speech. What to Avoid Visual aids are critically important to your demonstrative speech, but you must also avoid letting them become a source of distraction.

Persuasive Speeches - Ethos, Logos, and Pathos The persuasive speech is also related to the informative speech, except that you are doing more than simply providing information on your topic—you are also providing your own opinion on that topic and attempting to persuade your audience that your opinion is correct. And this element of opinion and persuasion is what makes the persuasive speech the most challenging of the four types. The key to writing a persuasive speech is to begin by having an opinion—preferably an opinion that you feel strongly about. You must first know what you believe and why you believe it. Aristotle was a Greek philosopher who lived in the fourth century b. He outlined the three basic ways in which a speaker can persuade his audience to embrace his beliefs. Credibility, image, public reputation, perceived expertise

Logos: Words, concepts, logic

Pathos: Logos - Appealing to Logic Logic is more difficult to master than emotional appeals, but it is far more effective.

Special Occasions This final category of speechmaking is quite broad and differs significantly from the others. You might be asked to "say a few words" at a special occasion, which could be as little as a one-minute toast or as lengthy as a minute speech. Here are some examples: Toasting the bride and groom at a wedding Introducing the main speaker at a conference Summarizing your project status at a business meeting Eulogizing a friend at a funeral Presenting or accepting an award at a banquet

There are two subtypes of speeches within this category: Making an Impromptu Speech at a Special Occasion There will be times when someone will ask you to say a few words without advance notice, asking you to stand up right there and then to address the audience. This can seem terribly intimidating, but the same principles apply to an impromptu speech as to any other speech: Consider your audience, and speak about what you know. Self confidence and enough stock knowledge to discuss your topic, is the key to a successful impromptu speech.

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Chapter 6 : Speeches, Instant Speech, Professional Speech Writers - calendrierdelascience.com

Public Speaking Occasion This lesson will prepare a solid foundation for your speech and assist your confidence in your own public speaking abilities. It will also ensure that you avoid one of the most common mistakes when delivering a speech, the mistake of omission.

And yet we know, words are just like clothes. One size does not fit all. Add an adjective Try working in an adjective to describe the quality of your welcome more fully. I know some examples are much more successful, smooth to say and read, than others. Some, quite frankly, clunk a little. I say this with a wry smile! What sort of welcome are you offering? It could be a n: The sun and I are pleased to offer you a warm welcome. To say we are thrilled to see you is an understatement. Your presence makes us very happy. An amiable welcome full of friendship is yours. There are no strangers here, only friends we are yet to meet. We are going to have a merry and enjoyable time together. The balloons are ready for release. You are always assured of a pleasant welcome. This is feel-good central and we aim What a companionable welcome! On behalf of us all, we are deeply appreciative and offer you our most grateful welcome. It is also the day we grow bigger than our differences and offer to everyone regardless of historical rights and wrongs, a friendly welcome, an outstretched hand. The tables are set. The band is playing our theme song. And the waiting staff are preparing to take your orders. We are truly delighted to welcome you here today. We are favored to welcome some of the brightest the world has seen. We are deeply honored to welcome you. The audience joins me in a rapturous welcome! We are thrilled to have you with us today. What about the guests you want to welcome? Think about the guests you want to welcome as part of your speech. What sort of guests are they? Is there a word, or two, you could use to describe them more fully? Accurate descriptions of the people coming to the event, either as especially invited guests, or as members of the audience, helps build credibility and trust. The care you take to find the right words is an excellent investment for everybody involved. Could your guests be better described as:

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Chapter 7 : 4 Basic Types of Speeches – Ian's Messy Desk

In fact, it helped me a lot in developing a speech for the Christmas occasion for the unit I work in. Now I know I can access the web to help me write speeches for different occasions. Thanks very much.

Identify the different types of ceremonial speaking. Describe the different types of inspirational speaking. All the speeches in this category are given to mark the significance of particular events. Common events include weddings, bar mitzvahs, awards ceremonies, funerals, and political events. In each of these different occasions, speakers are asked to deliver speeches relating to the event.

Ceremonial Speaking Ceremonial speeches are speeches given during a ceremony or a ritual marked by observance of formality or etiquette.

Speeches of Introduction The first type of speech is called the speech of introduction. A speech given by the host of a ceremony that introduces another speaker and his or her speech. Just like any other speech, a speech of introduction should be a complete speech and have a clear introduction, body, and conclusion—and you should do it all in under two minutes. For an introduction, think of a hook that will make your audience interested in the upcoming speaker. First, tell your audience in general terms about the overarching topic of the speech. Next, you need to tell the audience why the speaker is a credible speaker on the topic. Has the speaker written books or articles on the subject? Has the speaker had special life events that make him or her qualified? Lastly, you need to briefly explain to the audience why they should care about the upcoming speech. The final part of a good introduction is the conclusion, which is generally designed to welcome the speaker to the lectern. Mention some common rituals people in the United States engage in Christmas, sporting events, legal proceedings. Explain that the topic was selected because understanding how cultures use ritual is an important part of understanding what it means to be human. Janice Wright is a cultural anthropologist who studies the impact that everyday rituals have on communities. I had the opportunity to listen to Dr. Wright at the regional conference in Springfield last month, and I am excited that I get to share her with all of you tonight. Please join me in welcoming Dr.

Speeches of Presentation The second type of common ceremonial speech is the speech of presentation. A speech given by the awardee of a prize or honor. A speech of presentation is a brief speech given to accompany a prize or honor. Once you know the time limit, then you can set out to create the speech itself. First, you should explain what the award or honor is and why the presentation is important. Second, you can explain what the recipient has accomplished in order for the award to be bestowed. Did the person win a race? Did the person write an important piece of literature? Did the person mediate conflict? Whatever the recipient has done, you need to clearly highlight his or her work.

Speeches of Acceptance The complement to a speech of presentation is the speech of acceptance. A speech given by the recipient of a prize or honor. The speech of acceptance is a speech given by the recipient of a prize or honor. There are three typical components of a speech of acceptance: First, you want to thank the people who have given you the award or honor and possibly those who voted for you. No person accomplishes things in life on his or her own. We all have families and friends and colleagues who support us and help us achieve what we do in life, and a speech of acceptance is a great time to graciously recognize those individuals. Lastly, put the award in perspective. Tell the people listening to your speech why the award is meaningful to you.

Speeches of Dedication The fourth ceremonial speech is the speech of dedication. A speech delivered when a new store opens, a building is named after someone, a plaque is placed on a wall, when a new library is completed, and so on. A speech of dedication is delivered when a new store opens, a building is named after someone, a plaque is placed on a wall, a new library is completed, and so on. These speeches are designed to highlight the importance of the project and possibly those to whom the project has been dedicated. Maybe your great-uncle has died and left your college tons of money, so the college has decided to rename one of the dorms after your great-uncle. In this case, you may be asked to speak at the dedication. When preparing the speech of dedication, start by explaining how you are involved in the dedication. If the person to whom the dedication is being made is a relative, tell the audience that the building is being named after your great-uncle

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who bestowed a gift to his alma mater. Second, you want to explain what is being dedicated. If the dedication is a new building or a preexisting building, you want to explain what is being dedicated and the importance of the structure. You should then explain who was involved in the project. If the project is a new structure, talk about the people who built the structure or designed it. If the project is a preexisting structure, talk about the people who put together and decided on the dedication. If the dedication is for a new store, talk about how the store will bring in new jobs and new shopping opportunities. If the dedication is for a new wing of a hospital, talk about how patients will be served and the advances in medicine the new wing will provide the community.

Toasts At one time or another, almost everyone is going to be asked to deliver a toast Speech designed to congratulate, appreciate, or remember.. A toast is a speech designed to congratulate, appreciate, or remember. First, toasts can be delivered for the purpose of congratulating someone for an honor, a new job, or getting married. Lastly, we toast people to remember them and what they have accomplished. When preparing a toast, the first goal is always to keep your remarks brief. Toasts are generally given during the middle of some kind of festivities e. Second, the goal of a toast is to focus attention on the person or persons being toastedâ€”not on the speaker. As such, while you are speaking you need to focus your attention to the people being toasted, both by physically looking at them and by keeping your message about them. You should also avoid any inside jokes between you and the people being toasted because toasts are public and should be accessible for everyone who hears them. When you lift your glass, this will signal to others to do the same and then you can all take a drink, which is the end of your speech.

Roasts The roast Speech designed to both praise and good-naturedly insult a person being honored. The television station Comedy Central has been conducting roasts of various celebrities for a few years. The goal of the roast is to both praise and insult in a good-natured manner. How does one prepare for a roast? First, you want to really think about the person who is being roasted. Do they have any strange habits or amusing stories in their past that you can discuss? When you think through these things you want to make sure that you cross anything off your list that is truly private information or will really hurt the person. The goal of a roast is to poke at them, not massacre them. Second, when selecting which aspects to poke fun at, you need to make sure that the items you choose are widely known by your audience. Roasts work when the majority of people in the audience can relate to the jokes being made. If you have an inside joke with the roastee, bringing it up during roast may be great fun for the two of you, but it will leave your audience unimpressed. Lastly, end on a positive note. While the jokes are definitely the fun part of a roast, you should leave the roastee knowing that you truly do care about and appreciate the person.

Eulogies A eulogy Speech given in honor of someone who has died. Watch the following clip of then-Senator Barack Obama delivering a eulogy at the funeral of civil rights activist Rosa Parks in November of When preparing a eulogy, first you need to know as much information about the deceased as possible. The more information you have about the person, the more personal you can make the eulogy. While you can rely on your own information if you were close to the deceased, it is always a good idea to ask friends and relatives of the deceased for their memories, as these may add important facets that may not have occurred to you. Of course, if you were not very close to the deceased, you will need to ask friends and family for information. Second, although eulogies are delivered on the serious and sad occasion of a funeral or memorial service for the deceased, it is very helpful to look for at least one point to be lighter or humorous. In some cultures, in fact, the friends and family attending the funeral will expect the eulogy to be highly entertaining and amusing. While eulogies are not roasts, one goal of the humor or lighter aspects of a eulogy is to relieve the tension that is created by the serious nature of the occasion. Tell the audience about who this person was and what the person stood for in life.

Speeches of Farewell A speech of farewell Speech designed to allow someone to say good-bye to one part of his or her life as he or she is moving on to the next part of life. Whatever the case may be, periods of transition are often marked by speeches of farewell. When preparing a speech of farewell, the goal should be to thank the people in your current position and let them know how much you appreciate them as you make the move to your next position in life. Second, you want to express to your audience how much the experience has meant to you. As such, you should avoid negativity

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during this speech. Lastly, you want to make sure that you end on a high note. **Inspirational Speaking** The goal of an inspirational speech Speech designed to elicit or arouse an emotional state within an audience. Although some inspirational speeches are sometimes tied to ceremonial occasions, there are also other speaking contexts that call for inspirational speeches. For our purposes, we are going to look at two types of inspirational speeches: **Speeches to Ensure Goodwill** Goodwill An intangible asset that is made up of the favor or reputation of an individual or organization. **Speeches of goodwill** Speech given in an attempt to get audience members to view the person or organization more favorably. There are three basic types of speeches of goodwill: You can almost think of these speeches as cheerleading speeches because the ultimate goal is to get people to like the speaker and what he or she represents. In the following brief speech, the CEO of British Petroleum is speaking to reporters about what his organization is doing during the oil spill in the Gulf of Mexico.

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