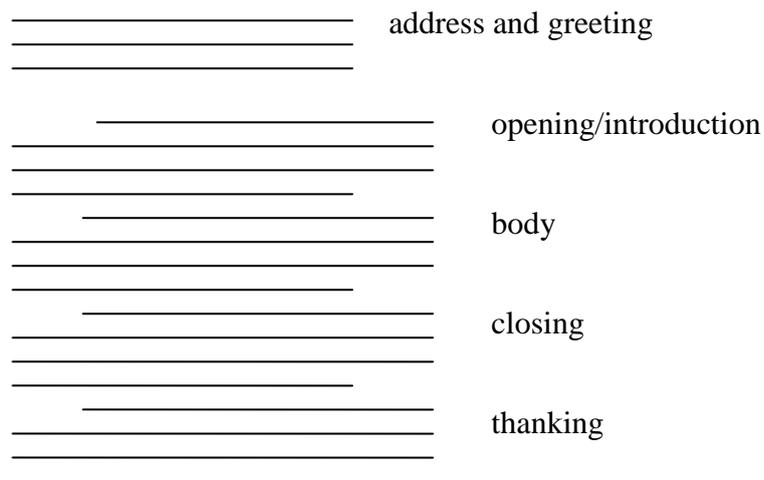


2. REVIEW OF SPEECH

Speech is the vocalized form of human communication. Speech is an activity of public speaking or oration to express the opinions, or give an idea about something. The speech is usually delivered by a speaker for giving the orations and statements about the important things or events, and proper to be discussed.

The structure of a speech

The structure of a speech can be described simply in the following scheme:



The scheme is a basic framework for a speech preparation. We are expected to understand the scheme. The writer will discuss the common expressions appear on a speech.

a. Addresses

- 1) To the king and/or queen

For examples:

- His most Gracious Majesty, King
- Her most Gracious Majesty, Queen
- His Royal Highness, the Duke of York.
- Her Royal Highness, the Duchess of York.
- Etc.

2) To the president, ministers, and other government officials

For examples:

- The Honourable, the President of
- The Honourable, the Minister of of
- The Honourable Senator/Governor
- Etc.

3) To the ambassador and other embassy officials

For examples:

- The Honourable, the Ambassador to
- The Honourable Colonel, the Military Attache of the U.S. Embassy
and Mrs.
- Etc.

4) To the general public

For examples:

- Ladies and Gentlemen,
- Dear friends,
- Distinguished Guests,
- Etc.

b. Greeting

Greeting is an act of communication in which human beings intentionally make their presence known to each other, to show attention to, and to suggest a type of relationship or social status between individuals or groups of people coming in contact with each other. While greeting customs are highly culture and situation-specific and may change within a culture depending on social status and relationship, they exist in all known human cultures. Greetings are often, but not always, used just prior to a conversation.

For examples:

- Good morning,
- Good afternoon,
- Good evening,
- Assalaamu'alaikum warahmatullahi wabarakatuh,
- Etc.

c. Opening/Introduction

Opening/introduction of a speech is very important and serves to:

- 1) Convey the speaker's good intentions.
- 2) Gaining and keeping audience attention.
- 3) Convey the topic and purpose of the speech.
- 4) Offered an opportunity for the audience to prepare themselves.
- 5) Bringing the audience into the speech context.

For example:

- First of all, I'd like to extend my sincere gratitude to the organizing committee who has given me this opportunity to deliver a speech on (the topic).

d. Discussion/Body

Body of a speech will always be the largest part of the speech. At this point, the audience will have been introduced to the speaker and the subject of the speech (as set out in the opening) and will hopefully be ready to hear the arguments, the thoughts or even the rambling on the subject of the speech. The best way to set out the body of the speech is by formulating a series of points that the speaker would like to raise. In the context of the speech, a "point" could be a statement. The points should be organized so that related points follow one another so that each point builds upon the previous one. This will also give your speech a more logical progression, and make the job of the listener a far easier one. Do not try to overwhelm your audience with countless points. It is better to make a small number of points well than to have too many points, none of which are made satisfactorily.

e. Closing

The closing is very important because it provides the last opportunity the speaker to remind or clarify the remarks, points, or opinions to the audience. Some expressions are commonly used for the closing:

- In concluding, I would like to express
- I would like to conclude my speech by
- Finally, I would like to
- Lastly, I wish to say a word about
- In conclusion, I should just like to say
- Etc.

Closing sentences can be written as follows:

- In conclusion, I sincerely hope that such forum be repeated, because it is of such foundation that an edifice of mutual understanding will be firmly built.
Thank you very much.
- Ladies and Gentlement, finally I would like to convey my highest appreciation and heartfelt thanks to the distinguished delegates, participants and speakers of the symposium. I declare this symposium officially open.
Thank you.
- Etc.

Closing a speech can also be covered by submitting a poem, the stanzas of song, short story, proverbs or wise words.

For example, there is a short story:

- In parting, allow me to tell you, as a teacher once said, that God is very shy. He will not come to you unless He knows that you want Him. So, keep God in your mind, always take time to commune with Him, do not let any single

minute pass by without filling your mind with God. God is always by your side. Thank you very much.

Or proverbs and wise words should match with a speech topic which contains a valuable message, for examples:

- Man proposes, God disposes
- When there is a will, there is a way
- Never trouble trouble till trouble troubles you
- A bird in the hand is worth two in the bush
- Etc.

There is an important thing must be considered in this closing. An orator should avoid to use to humble unnecessary, for examples:

- I know I have not done this speech very well.
- I know I have felt to say what I wanted to say.
- I hope you excuse my lack of preparation.
- Etc.

f. Thanking

Expressions of thanking are very common, among other:

- Thank you very much.
- Thank you indeed.
- Thank you a lot for your attention.
- Etc.

Selecting a topic of the speech

In selecting a speech topic, it is important to analyze the audience. Analyzing the audience involves some physical factors that might influence the audience's mentality. The consideration of audience brings some questions:

1. Who will attend?
2. How about their educational background?
3. How about their cultural background?
4. What is the motif of their presence?
5. Are they young people or old?
6. How their level of comprehension?
7. What is the most of their preference?

Another consideration is to determine the type of occasion where the speech intends to be presented. The consideration of occasion brings into question whether the speech was presented in order to welcome the important guests, give last respects to the death of someone, commemorates The Independence Anniversary of a country, or a campaign to gets votes, etc.

An ideally topic should be:

1. Concise
2. Informative
3. Contain key words
4. Specific

Organizing a speech

Making outline of a speech, it has benefits such as:

1. Guide the speaker where his direction speech should be delivered.
2. To know what and how widely the content of the speech must be delivered.
3. Provide the visual clues, how the speech will be delivered organized.
4. Provide guidance on which parts an explanation need to be highlighted.
5. Avoid vicious circle of a narrative.
6. Maintaining consistency and coherence of a speech flow

When the speech outline had been designed, then, gathering and composing the materials so that the outline into a full speech text. Do not try to compose the speech in a hurry. It will be better if you do not attempt to write it all at once. Give yourself several time, not only to do research, but to clarify your own thinking.