

# CAN I BE A PUBLIC SPEAKER?

**Get Ready For Speech**

Language center is technical services unit in Muhammadiyah University of Ponorogo that services both students and lecturers to improve their English. The location of the office is in the 3rd floor of the Rector building. Officially, LC opens at 7.30 a.m – 02.00 p.m, however the course opens starting 6.a.m – 5.p.m. It is designed to serve people in general context. TOEFL and Public speaking are the two main programs of LC. LC has 15 instructors to run all the programs. So, anybody who wants to improve your English, please come to LC UMPo. We are committed to serve you well.



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CAN I BE A PUBLIC SPEAKER ? Get Ready for Speech

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Sutanto**



UNMUH Ponorogo Press

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## **CAN I BE A PUBLIC SPEAKER? Get Ready For Speech**

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Desain & Layout : Tim Kreatif UMPO Press  
Gambar sampul : <https://www.google.co.id/>

ISBN : 978-602-0815-24-4  
Cetakan Pertama, Oktober 2016

Perpustakaan Nasional : Katalog Dalam Terbitan (KDT)  
110 halaman, A5 (14,8 X 21 cm)

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### PREFACE

**‘Can I be a public speaker?’** Yes everybody can be a great public speaker. Can I be a public speaker is a speaking book for beginner students who want to speak in English in front of public. This book provides effective speaking materials to help beginner students understand how to prepare the speech and how to deliver the speech. To make this book appropriate for student’s needs, the vocabulary and grammar used are simple for students to understand. By reading ‘Can I be a public speaker?’, the students will be able to prepare the speech, shape their critical thinking, organize their speech, manage their speech and deliver their speech effectively, correctly, acceptable, comfortable and beautifully. Hopefully, this book can overcome the students’ fear and panic of speaking in public.

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## **CHAPTER I**

### **FUNCTIONING OF PUBLIC SPEAKING**

#### **A. DEFINITION OF PUBLIC SPEAKING**

Adler & Towne, 1996; Hagge-Greenberg, 1979; Waner, 1995 in Gareis (2006) state that public speaking (oral communication skills) rank the highest among all the skills that employers desire in employees. Then their survey results report that oral communication skills are considered even more important than writing and math skills, as well as a number of other job-related qualities, such as initiative, technical competence, and organizational abilities.

Lucas (2004) stated that public speaking is a vital mean of civic commitment. Moreover, he stated public speaking is a way to express your ideas and to have a force on issues material in a democratic society. Gareis (2006) explains oral communication includes a variety of genres, they are: conversations, interviews, discussions, debates, and negotiations.

From the statements above, it can be said that public speaking is one of important oral communication to express people' thought to audiences formally. Public speaking means that the speaker distributes his or her views with larger

audiences and usually some or even many speakers often experience anxiety and nervousness before and during the presentation (Gareis, 2006). Lucas (2004) adds that most people have a tendency to be anxious before doing something is normal.

### **B. FUNCTION OF PUBLIC SPEAKING**

According to Gareis (2006) public speeches perform four important functions for a society:

#### **1. Speeches are used for self-definition.**

Especially on such occasions as Memorial Day, Labour day, dedications of monuments, people define their communities and themselves by proclaiming “what they stand for’ and what it means to be a member of the community. Just as churchgoers recite aloud their creeds, societies regularly review their defining tenets through speech.

#### **2. Speeches are used to spread information through a community.**

Though much information is distributed by pamphlets, newspapers, and letters, spoken information is more personalized. This is one reason that the president outlines legislative proposals through public announcement, the

surgeon General holds a press conference to update AIDS research findings, and the mayor uses a radio interview to spread the word about the town's upcoming "pioneer Days."

### **3. Speeches are used to debate disputable questions of fact, value, and policy.**

Human beings always have fought over their differences with each other. As civilization advanced, however, verbal argument emerged as an alternative to physical combat, and the art of public debate was born. From government to the workplace, oral communication serves an important role in settling disputes.

### **4. Speeches are used to bring about individual and group change.**

Persuasion has always been a part of public talk. Persuasion is the most important kind of speech. As societies have experienced changes in their environments, values, and practices, people have used speech to persuade others to accept those changes.

## **CHAPTER II**

### **KNOWING ABOUT YOUR SPEECH**

#### **A. Types of speech based on the purposes of delivery**

There are some kinds of speech according to its purposes. Each of them will be discussed below.

##### **1. Narrative Speech**

The purpose of the narrative speech is generally to entertain/ amuse the audiences/ readers or to share general experiences of the speaker. In a narrative speech, the story is told for its own sake. It means that the whole speech is delivered for telling the story only. Short narratives actually, can also be told as part of another speech, but it is only in form of jokes as attention getters or examples for a point. Stories take the interest of most audiences. That is why it can be incorporated freely into speeches.

Labov in Gareis (2006) states that a narrative speech is a speech telling a story, while the stories can be told in many different ways, they usually consist of five parts. The five parts in narrative speech usually called generic structures. The generic structures in the narrative speech are:

- a. Opening; a short statement announces the story the speaker delivers.

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- b. Orientation; introduction of time, place, and characters of the story.

Orientation can be said as the introduction of your points after the storyline is told in the opening part. In this section, you can introduce your points covered in the characters and setting of place and time.

- c. Complicating Events; the events of the story.

On one occasion you have introduced your story, you can directly deliver the complicating events, the core of your story. Deliver your main points in this section and tell everyone what your speech about. You have to complicate all events in your story completely so that people will get all the details.

- d. Resolution; how the story ends, problem solving of the complicating events. As the opposite of the orientation, the resolution tells your audiences that your story has come to the end. It clearly states how your story ends.

- e. Coda; a connection between the past and the present.

You can summary your story and conclude it as it is the time to state your coda. It is used to make significant line to sum up the whole story. Also, you can state your feeling as you recall your past to your audiences.



**To make your story worth to listen to, use these techniques.**

1. Directly telling the audience how to feel (e.g., “you’ll be amazed in this occasion”)
2. Recreating noises (e.g., “the water went s-w-o-o-s-h”)
3. Exaggerating (e.g., “we were under water for an time without end”)
4. Evaluating individual events (e.g., “I was so scared”).

### **2. Demonstrative Speech**

Gareis (2006) informs that demonstration speech is a type of speech delivered to show how something works or how something is done. For example, a computer sales manager use demonstrative speech to show how the newest computer works, or the other example can be from a health practitioner uses it when showing how the process of CPR is done.

In this case, in order to make the demonstration clearer and more significant for the audiences the speaker can use the use of audio-visual aids.

In addition, visual aids are really needed for showing the demonstrations that are difficult to be explained orally or takes place on the floor. It is important to make sure that all listeners have clear view during such speech.

Additionally, you can demonstrate only the main parts of it during the speech, while the rest can be shown through visuals illustrate the different more complete steps of the process are prepared earlier in delivering such speech about a process takes too long to demonstrate such as how to fold a difficult origami pattern.

As for the pause relating in the demonstration, it should be kept to be as minimal as possible. You are needed to continue speaking during the demonstration and accompany your words with illustrations. Don't forget to keep doing eye contact with your audience as much as possible to check the clearness of your demonstration.

### **3. Informative Speech**

Informative speech aims to educate and inform the audience, said Gareis (2006). She adds that in the informative speech speakers basically act as teachers and give new knowledge and ideas covering some topics.

Before giving an effective informative speech, it is helpful to find out first what the audience already knows and what they want or need to know. Throw back to the first chapter to consider about matter 'know your audiences'. The speaker should try the best to get the listeners' interest



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throughout the speech. All you have to do is to provide your speech with attractive language, personalizing the message, and approaching the topic in fresh ways). In the end, the audience should feel enriched.

Topics usually covered in informative speech	
- People (e.g., First President)	- Events (e.g., book fair festival)
- Places (e.g., Raja Ampat Island)	- Concepts (e.g., alternative medicine)
- Objects (e.g., puppet)	- Issues (e.g., industrial pollution)

### 4. Persuasive Speech

Gareis (2006) states persuasive speech is delivered to give the audiences influencing information about an issue. She gives more explanation that it can be in form of claims of fact, e.g. the earth is in danger due to the global warming, claims of values, e.g. factory farming is immoral, or claims of policy, e.g. government should adopt a flat rate tax system.

According to Gareis (2006), it is no matter what kind of issue you bring, actually, there are three stages you may experience as delivering your persuasive speech. First, if your audiences fight on an issue you bring, for instance the death-penalty, you would attempt to change their minds. Secondly, if your audiences agree with you but they don't act on their

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beliefs, such as believing that donating blood is important but have not done by themselves, then you may try to persuade them to be more consistent. Finally, if they are convinced and already act accordingly, you can use persuasive speech techniques to provide reinforcement and encouragement, and to strengthen their confidence.

To be able to give a good persuasive speech, you need to do a small survey, or at least investigation concerning the audiences' beliefs toward your topic. For that reason, whether they are influenced or not, you need to give qualified proof to make their views persuaded. Therefore, you need to pay attention to factors that can contribute to a persuasive argument as well as the design of persuasive speech itself.

By considering these things, you can encourage the eligibility of your speech. Gareis (2006) suggests several factors can contribute to a persuasive argument. They are:



### **1. Factors contributing to your arguments.**

- a. Convincing evidence (e.g., facts, statistics, and testimony)
- b. Sound reasoning (e.g., analogies, examples, narratives)
- c. Appeals to emotion (e.g., sympathy, guilt, revulsion)

- d. Promise of needs fulfilment (e.g., physical security, well-being, adventure)
- e. Positive speaker characteristics (e.g., dynamism, good character, good will)

### **2. Organizational patterns in designing persuasive speech.**

- a. Problem-solution pattern: describing a problem and then offering solutions
- b. Comparison-contrast: showing the advantages of one's own proposal with opposing views
- c. Negative method pattern: focusing on the shortcomings of other proposals
- d. Motivated sequence: arousing attention, demonstrating a need, satisfying the need, picturing the results, calling for action

## **B. Types of speech based on the modes of delivery**

There are four kinds of speech based on the modes of delivery (McKenzie, n.d.). Each of them will be explained as follow.

### **1. Manuscript**

A manuscript speech is a speech that delivered based on a written-out text. Manuscript speech requires a written text that is usually, but not recommended, is delivered word for word. This kind of speech is appropriate for formal occasions where a record of the speech is required (the president's speech

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at an important function), when the text of the speech is to be published later (e.g., the keynote speaker speech at a conference), or when exact wording is importance (e.g., during title addresses). The first drafts of a manuscript speech can be written in any format. However, sound guidelines exist for the preparation of the final script and the practice of a manuscript speech.



### **# Make your manuscript speech effectively**

1. Use your manuscript only as a support when it is planned to show in official records or proceedings.
2. Set key words from your manuscript and make them highlighted.
3. As you read through your speech, look at the highlighted words to remember which idea comes next.
4. As an alternative of memorizing every word, familiarize yourself with the substance of your speech and the series of your main points.
5. Don't forget to do eye contact, vocal variety, and facial expression to keep your audiences.
6. Type your script in triple space form and use the enough "white space" to help you follow your text as you speak.
7. Use slashes where you want to pause and highlight words or phrases you want to emphasize.
8. Write only on one side of the paper, leaving the back blank.

9. Number all pages.
10. Print your script on pastel-colour rather than white paper to reduce glare from lights.
11. Read the script several times silently, then several times aloud.
12. Practice your speech so that delivery becomes as natural as possible (including frequent eye contact, vocal variety, gestures, posture, and facial expressions). It may be helpful to mark out your utterances with your index finger on the left side of the script so that you don't lose your place.
13. If possible, audio- or videotape your speech and ask for feedback from friends or family members.

### **2. Memorization**

A fully memorized speech usually sounds as mechanical as one read from a manuscript. This method is seldom used or recommended anymore. If you choose to memorize a speech, keep it short and work to add intonation to your voice. When practicing a speech that must be memorized, remember to include expression in your voice.

### **3. Impromptu**

Impromptu speeches are speeches that delivered with little even with no preparation. For example, you may be asked to give a short speech at a reception, give an answer to a question or express your opinion during a public meeting.

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In a speech you deliver in an impromptu situation, have little pause during it is accepted in order to organize your words since you have no time to prepare it ahead of time. All you have to do is focusing on your main point, giving proof to support your main point, and giving a conclusion.



### **Preparing an impromptu speech**

1. If you have to give an impromptu speech, but you have no time to prepare, jot down three or four main points
2. Think of a few examples to illustrate each main point
3. To prevent forgetting something important, think of the question who, what, when, where, why, and how in your main point and make them highlighted

### **Dealing with impromptu speech**

1. Always keep on your mind that you will have to, or at least are asked to speak in any occasion you attend. Whether you are at a company launch, class meeting, or a cousin's wedding; as long as you attend the event, you are a candidate for public speaking.  
What you are going to do could be to introduce yourself, express thanks or gratitude, or to offer a prayer. Even, the simple communication in any event you do to socialize still counts as public communication.
2. Repeat your self-introduction regularly. For the first time, it is okay if you begin by stalling, "Err, my err, name err, is

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err...” However, as you regularly practice, you will get use to it. Beautify your self-introduction script and try to dynamically deliver it in progress.

3. Keep preparing yourself with material that someday you may speak about it instantly because you should have any topic to speak about to avoid your mind goes blank.  
To complete this, keep up to date your knowledge with topical issues and read as many as information you could to gradually increase your vocabulary and language use.  
Moreover, you also can keep in stock any information include statistics, customizable jokes, quotes and interesting anecdotes. As proverb said, “Do not expect to harvest where you have not invested”.
4. If you are invited to speak instantly, control yourself and put a confident smile. Never try to escape or burst out in shock by saying “What? Me? Should I?...” and other confidence-eroding phrases. Say something simple and short is better. Also, never say apologize for not expecting to speak or for being unprepared in the beginning of your speech since it will just expose how inadequate you feel. In this case, just do “K.I.S.S.” - Keep It Short and Significant.
5. Being able to speak up in public makes you look confident and lend credibility to what you say. Therefore, when you speak, speak to be heard – be visible, audible, and don’t do whispering-like act to all who present.
6. Find out some information about the event or occasion before you get there. Know even the details before you go. Make it one of your habits to ask yourself these questions:

Who will be present? What the event is all about? What issues are likely to be floated on and off the podium? Etc. for example, supposing you are an Indonesian Batik fashion designer attending an ICT conference in Portugal hosted by the World Bank, and the guest of honour is the United Nations Secretary-General Ban Ki-moon. Then, out of the blue, you are asked to say a few words. What would you speak about? No matter what it is, rise up and say something. Audiences do want you to succeed your speech. When all are done, the audiences are in your side. As an old word says “the important thing is not the will to win, but the will to prepare the win”.

#### **4. Extemporaneous**

Extemporaneous speech is speech that is based on through preparation, but the speaker presents his or her ideas freely by only using an outline or keywords. It is a carefully planned and well prepared speech. Different from a memorized or manuscript speech, the exact word selection of an extemporaneous speech is selected at the time the speech is given. In fact, Extemporaneous speeches are the most common form of speech, in which it is used in many educational and professional settings.

Good public speaking speakers usually prefer the extemporaneous method of delivery in their speech. Since it appears more spontaneous than a speech that directly read from



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a manuscript or a memorized speech, it offers wider chances for the speaker to adapt to the situation and keep the audience. However, the speaker keeps control over the content of the speech, which has been practised before.

### **Warning!**

1. Extemporaneous speeches should be prepared well but delivered without an assistance of written-out text. It may be persuading to use a text and memorize it, but it is not suggested method.
2. Don't memorize your speech.  
A memorized speech usually does not sound natural. The need to memorize each line or your words prevents you from focusing on and interacting with your audiences. Moreover, when you forget your memorized line will break open you into shock and seriously interrupts the flow of your speech.



### **Preparing an extemporaneous speech**

1. Use an outline or a small number of index cards as a memory aid. Instead of writing out the text of your speech, write only the major key words only.
2. When you prepare your speech, change some words of your sentences a little in advance every time. This will help you stay on flexible and not get locked into the trap of

memorization.

3. Make sure to manage your time during preparation so that your speech fits within the given time limit.
4. Practice all elements of delivery (including eye contact, gestures, posture, and facial expressions). If available, record your preparation or do the preparation in front of your friends or family members. This will allow you to receive feedback and reduce your nervousness later on.

### **C. Speeches in special occasion**

Actually, there are a number of occasions that call for short speeches. The most commonly ones are discussed in this section.

#### **1. Introductory speech**

Introductory or introduction speech usually delivered when you want to introduce someone in front of public. A moderator who introduces key note speaker in a conference or representative who introduces his/ her clients in an interview is someone who supposes to deliver introduction speech.



#### **Delivering an introductory speech**

1. Address the person's name and title. Make sure you know and spell the correct pronunciation.
2. Provide a few significant details about the person's educational or professional background.

3. If the person is to give a speech, prepare the audience for its content.
4. Welcome the person and be brief.

### **2. Graduation speech**

A graduation speech is a speech given by a student of a high school, college or university to a graduating class and their guests (“Graduation Speech,” 2015). A graduation speech is written to celebrate past experiences, accomplishments, and future hopes. This type of speech should also be short and fun by trying to inject some humours.



#### **Delivering a graduation speech**

1. Speak slowly.  
Good speeches are almost always delivered slowly, with feeling behind each word.
2. Pause for effect.  
Don't be afraid to take a breath or two after you've finished a sentence. Pause after you deliver a really heartfelt sentence.
3. Have the speech memorized, mostly.  
Have the speech memorized so that you're not just looking down at your notes.
4. Make good eye contact with your audience.  
It will allow you to remove the audience not just with your words, but also with your eyes and with your presence.
5. Don't worry about mess-ups your line and simply

apologize.

Get the line right and move on. The less you concern about your mistakes, the less they'll be noticed.

6. Put feeling into your voice.

Get excited about your speech, and let your excitement bleed into your voice.

7. Be confident in your ability and don't be overconfident.

### 3. Acceptance or Award-Winning Speech

This speech is given to provide an expression of gratitude for some form of award. An award is a symbol signifying approval of distinction or an honour or reward which has been given on the basis of merit, for excellent in a specific field ("Acceptance Speech," 2015). Courtesy requires that sometimes an acceptance speech is necessary in response to such an honour. You will need to sound grateful but not condescending, modest but not retiring and humble and not arrogant.



#### 1. Delivery a winning speech

2. Describe the nature of the award and its significance.
3. Explain what the recipient did to qualify.
4. Name the recipient and offer your congratulations.
5. Thank the people who honoured you.
6. Give credit to people who helped you.
7. Mention what the award means to you.

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### 4. Announcement speech

Announcement speech is delivered when someone says officially, giving information about something, or when someone announces something.



#### **Delivering an announcement speech**

1. Draw the audience's attention to the event.
2. Provide information about the *who*, *what*, *when*, and *where* of the event as well as the cost.
3. Describe the benefits of attending the event.
4. Conclude with a summary of the most important information.

### 5. Farewell speech

A Farewell speech or farewell address is a speech given by an individual leaving a position or place (Dugdale, 2006). They are often used by public figures such as politicians or by persons relating to reasons for their leaving. Farewell speeches mark significant departures. They are much more than a casual "*see you later*" and a mumbled "*thanks for everything*".

A planned goodbye speech crystallizes the moment of leaving, giving it focus, form, dignity and provides an opportunity to publicly acknowledge appreciation and gratitude graciously. They are most frequently expected when leaving a

current job to take another and are given by the person leaving *or* to that person by a colleague, manager or boss. Other situations calling for farewell speeches are graduations (leaving a school, a class, etc), retirements or perhaps when a long-time member of your club or neighbourhood departs. A funeral speech or eulogy is *yet* another form of a goodbye or farewell speech.



<b>a. Bidding farewell to a person who is leaving</b>
<ol style="list-style-type: none"><li>1. Mention the accomplishments of the person.</li><li>2. Share funny anecdotes or happy memories.</li><li>3. Express your sadness and sense of loss.</li><li>4. Wish the person well.</li><li>5. Give the person a farewell present (if appropriate).</li></ol>
<b>b. Bidding farewell when you are leaving</b>
<ol style="list-style-type: none"><li>1. Tell the audience what they have meant to you.</li><li>2. List the lessons that you have learned during your residence.</li><li>3. Share funny anecdotes or happy memories.</li><li>4. Express your sadness but also your hopes for the future.</li><li>5. Invite people to stay in touch or visit you.</li></ol>

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## CHAPTER III

### PREPARING YOUR SPEECH

#### A. Considering your audience

The most important aspect of public speaking is the audience. At all times during the process of preparing and delivering a speech, we need to keep in mind that we are speaking to an audience and not just to ourselves (Gareis, 2006).

Whether the goal is to entertain, to inform, or to persuade, we should try to reach our listeners and tailor the speech to them. To do this effectively, keep the audience in a dialogue in which the audience members interact mentally with your ideas (Gareis, 2006).

For this purpose, you need to choose a topic, examples, and language that appropriate to your listeners



#### **Fit your speech with your audiences.**

1. Know the age range, educational background, gender, and even occupation.
2. Know the ethnic variety, language represented, group relationships and regional characteristics.

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3. Find out their interests, political views, and religious beliefs.
4. Find out their reasons for coming and listening to your speech.
5. Recognize the relationship between time of delivery and expected states of mind (e.g., hunger before lunch, tiredness in the evening).
6. Recognize the relationship between physical environment and its effect on the audience (e.g., lighting, temperature, seating arrangements, outside noise).

The information can be determined by the occasion or event in which you deliver your speech at. Based on the event or the occasion, you may predict people who probably come. However, if you don't know who will be in your audience, the answers to these questions will have to be educated guesses. If your audience is predetermined, however, you may want to gather information through surveys or other research and tailor your speech to the exact needs and interests of your listeners. Your efforts will be rewarded by the feedback you receive for a speech or presentation that is interesting and sensitive to your audience (Gareis, 2006).

You must always keep your audiences in mind after you know them are. It means that you need to consider well the audiences so that you can keep your line in the right pathway

with the audiences. While the audience will not remember what you said by the time of your speech is done, it would be a horrible waste of time and effort if only you yourself attached to your speech (Gareis, 2006).

As a speaker, you must make sure that your speech is interesting, helpful, relevant, and memorable to your audiences. As in the beginning, Wikihow (2006) suggests trying these things to keep connected with your audiences, the suggestions are:

1. Read the newspaper.

It means you must find a way to link what you have to say and what is happening in the news will ease you to highlight the relevance of your speech to your audiences.

2. Translate the numbers you use in your speech.

In this part you can use statistics in speech can be very meaningful yet terrible unless you translate in a way the audiences can understand.

3. Express the benefits of listening to your speech.

By expressing the benefits of listening to your speech, the audiences will exactly know what they will get from your speech. Then tell the audiences clearly so that they will take the information to the fullest.

### **B. Choosing a topic**

Lucas (2009) states that choosing a topic is the first step in speechmaking. Usually the speech topic is determined by the occasion, the audiences, and the speaker's qualifications (Lucas, 2009). Thus, he explains that there are two broad categories of potential topics for your classroom speeches; 1). Subjects (topics) you know a lot about and 2). Subjects (topics) you want to know more about. The two explanations as follows:

Besides three suggestions above Lucas (2009) still has tips to know more about your topics, they are:

#### **a. Brainstorming for topics**

He explains brainstorming is a method of generating ideas for speech topics by free association of words and ideas. These are ways to make brainstorming for topics:

##### **1) Personal inventory**

You are suggested to make a quick inventory of your experiences, interests, hobbies, skills, beliefs, and so forth. Then please you write down anything comes to mind, it is no matter how stupid or irrelevant it may seem.

##### **2) Clustering**

In this technique you are asked to take a sheet of paper and divide it into nine columns, they are; people, places, things,

events, processes, concepts, natural phenomena, problems, plans, and politics. By clustering, he hopes most people are able to come up with a topic rather quickly.

### 3) Internet search

If you are still unsuccessful on personal inventory and clustering, internet search is the other ways to choose. In this technique you are suggested to go to the reference room of the library and browse through an encyclopaedia, a periodical database, or some other reference work until you discover what a good speech topic you need.

Here are some things you can do to help you deciding the worth topic of your speech.

## TIPS!

**To search for a speech topic, consider the following techniques.**

1. Skim headlines in newspapers for current events.
2. Check television schedules for interesting news programs or documentaries.
3. Surf or browse the internet.
4. Think about people (individuals or groups), places (local, national, or international), objects (natural or human-made), events (personal or public), processes (how something is done or made), concepts (theories, complex

ideas), and controversial issues.

5. Make a list of your own interests, experiences, classes you have taken, and things you have or you want to have. Make sure to write down everything that interest you most.

### C. Determining your purpose

According to Lucas (2004), to deliver a speech means to set a goal. Write a one-sentence statement about what you want to complete on behalf of your audience. For example, when delivering speech about unhealthy fast food, you may set that "I want to convince my audience to give up fast food for a month." It may sound simplistic, but writing down this kind of goal statement does two things for you; first, it helps keep you on track as you begin putting your speech together, and second, it helps remind you to keep your focus on your audience as you move through your speech preparation process.

## TIPS!

**To set the goal clearly, consider the following points.**

1. Determine your intention in giving the speech. Never have a thought that your speech is just what you ought to do, but consider well your audiences and always be honest.
2. Consider what your audiences want. The need of the audiences comes first since oral presentation brings you

into direct, face-to-face contact with the audiences.

3. Get a captive audience. Keep in your mind that a captive audience is there and want to see you succeed your speech. Thus, you have to be informative, interesting, end even surprising for them.
4. Give your audiences “take home message”. A good speaker will never let his/ her audiences leave the venue without anything in their mind. It is the purpose of the speech. Set one important thing you want your audiences to remember.

Determining the purpose and the central idea of your speech are important to focus your goal before starting to study your topic. The common goal of a speech usually is to entertain, to inform, or to persuade while the specific goal of a speech describes exactly what a speaker wants to do. The central idea is the core of your message.

### **D. Preparing your topic**

After selecting the topic, you should study the literatures of the topic. There are many sources of information you can use to enhance your material. Following are the examples suggested by Gareis (2006).

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- |                       |                        |
|-----------------------|------------------------|
| ✓ Books               | ✓ Audio Recording      |
| ✓ Lectures            | ✓ Videos and Films     |
| ✓ Electronic Database | ✓ Internet             |
| ✓ Interviews          | ✓ Surveys              |
| ✓ Encyclopaedias      | ✓ Almanacs             |
| ✓ Atlases             | ✓ Magazines            |
| ✓ Newspapers          | ✓ Professional Journal |

To make sure the validity of your material, look for trusted sources that will be believed by your audience. There are many ways to save the information you find. You can copy exact quotes, paraphrase passages, or summarize the contents. Select whichever method suits you best. No matter what you do, make sure you note exact references for your material to avoid plagiarism (Gareis, 2006).



### **To do proper research concerning your topic:**

1. Know your subject. You have to focus yourself to gather your thoughts and put all of your ideas on papers. In case you are not familiar with your topic, you need to do research in order to speak about it knowledgeably. The point is focus your full attention to the topic you are about to speak.
2. Do broad research. You can use the internet to search the



material you need, or you can go to library/ e-library to access articles related to your subject. It will be even better if you can do survey or find some experts to be interviewed to make your material be more credible.

3. Avoid plagiarism. Never leave out any single source you use in your writing. Always keep track and give credit or citation for any information you get.

(“How to Prepare a Speech,” 2016)

### E. Selecting supporting material

Studying the literatures of your speech topic gives you information about your topic and it can lead you to support suitable materials. These materials are important for effective speech-making because they stimulate interest, provide substance, and emphasize important ideas (Gareis, 2006). Here Garies (2006) gives table about the list of typical kinds of support material.

*Table 3.1 Typical kinds of support material.*

Support Material	Subcategory	Example
Facts	Definition	A black hole is a celestial object with a gravitational field so strong that light cannot escape from it.
	Description	In Europe, temperature is

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		measured in degrees Celsius (centigrade)
Statistics	Enumeration	Our college has 3,000 full-time and 5,000 part-time students
	Means	The average family income in this town is \$55,000 per year
	Percentages	Water covers about 74% of the earth's surface
	Ratios	In the gym, women were outnumbered 3:1
Testimony	Expert	Prof. Jones gave the following Testimony explanation: "... "
	Lay	As one of my friends explained: "..."
Examples	Factual	Different nesting behaviours of birds
	Hypothetical	Imagining life in the next century
	Brief	The name of a famous actress who had a child after age 40
	Extended	A personal account of a trip to Brazil
Humour		A funny personal anecdote about a travel misfortune

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Analogies	Literal	Comparing the health care system of in the United States and Canada
	Figurative	Comparing urban sprawl to cancer
Quotations	Charlie Chaplin once said: “The saddest thing I can imagine is to get used to luxury.” (Daintith, et al., 1989, p. 342)	

The use of supporting materials will give your listeners a reason to accept your conclusions and make your speech colourful. Then every major point in your speech should be accompanied by one or more supporting materials. But, some consideration should be counted not to do in using supporting materials.

*Table 3.2 List of do and don'ts to support material*

DO!	DONTS!
<ul style="list-style-type: none"><li>• Be selective</li><li>• Use only reliable facts and statistics</li><li>• Use visuals to make statistics more understandable</li><li>• Humour should be relevant to the speech topic and sensitive to the audiences</li></ul>	<ul style="list-style-type: none"><li>• Don't over helm your audiences</li><li>• Don't confuse your audiences with too many numbers</li><li>• Don't poke fun at people since humour can easily get offense</li></ul>

### **F. Organizing your speech**

After preparing your topic and find the materials, then you should organize your ideas for your speech text. The text consists of introduction, body, and conclusion (Gareis, 2006; Lucas, 2009).

#### **1. Introduction**

Arranging introduction of a speech is tiring enough since it should represent the whole of your speech. The introduction should function as an attention-getter, be interesting, and motivate the audience to listen, set up your credibility, and give a preview of your main points. In your introduction, you need to set it to a meaningful beginning. You have to get your audiences' attention, establish your credibility, preview your speech, motivate your audiences to listen, and clearly indicate that your speech is about to go. Besides, an outstanding introduction will give good impressions to your audiences. Gaining audiences' attention becomes the first thing to do in delivering speech because generally they need to adjust your points not only from the body (middle parts) of your speech, but from the start. That is why you have to capture their attention right from the beginning.

### TIPS!

#### #1 Gain the attention of your audience

The first few sentences of your speech should serve to gain the attention of your listeners. Instead of saying “Today, I will speak about . . . “ or “My topic is . . . ,” begin your introduction with one of the following openers.

1. Jokes.

Telling joke early in your speech means you are setting up a warm communication with your audiences. Besides, you can promise them to give more jokes to make them concern. However, you have to remember to make your jokes suit the speech and avoid too unpleasant jokes.

2. Quotations.

Generally, quotation offers some sort of insight that will interest the audiences. Moreover, a good quote cited from a well-known people will enhance your credibility.

3. Anecdotes.

Story is an effective attention-gather. Tell story about yourself, people you know well, or moments you experience yourself to build your credibility and to connect well with audiences.

4. Statistics and Facts.

Using statistics in a speech might be ... . In fact, statistics can be a quite effective tool if you can select a really startling statistics that illustrate your points. Thus, you have to make sure that statistics and facts you use is relevant and have the impacts.

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### 5. Props.

Things that visually attractive generally work to get some attention. Whether the audiences are able or not to figure it out what the props significance is, as long as you eventually explain it, it means you can potentially get the attention.

### 6. Audience Involvement.

Providing direct interaction with your audiences before officially speak your main points let your audiences become a part of your speech.

### **#2 Motivate your audience and establish your credibility**

Point out how the topic relates to your listeners and why it is relevant for them. This part of your introduction should answer the question: “Why should the audience listen?” Tell the audience what makes you knowledgeable on the subject. You may list classes you have taken, professional training, research projects, or personal experiences that make you a credible speaker. This part of your introduction should answer the question: “Why should the audience listen to *you*?”

### **#4 Preview your main points**

To list your main points briefly before you move to the body of your speech where you probably mention and elaborate them again may seem like overkill to you. However, for your audience, this preview provides invaluable guidance that helps them focus on each point with more ease and follow your train of thought throughout the speech.

(Gareis, 2006)

After focusing on what you can give to attract your audience in the very beginning of your speech, the next thing

you have to do is stating your introduction. It will make your audiences know your credibility. Credibility is your **guarantee** to make your audiences keep listening to your speech. Speakers' credibility comes from their competences and characters. In other words, you need to build your character in order to show your credibility (Gareis, 2006).

### TIPS!

#### **Enhance your perceived character in introduction**

1. Smiling. Smiling is a good idea for all speech situations, even business presentation and other types of speeches. It is the easiest way to show your character to the audiences. Smile to them, they will smile back at you.
2. Show enthusiasm. Similar with smiling, this is one of easiest way you can do to show your character. You need to be eager first about your speech to make your audiences excited too.
3. Demonstrate similarity. Generally, audiences prefer to listen to speaker whose similarity points with them. In case you don't have major similarity, always try to stress out any minor similarity you have.
4. Give compliment or thanks. Make them feel important because for the rest of your speech, they are trully important.
5. Be truthful. Always show your sincerity to your audiences.

The goal of introduction is to let the audiences know about the main part of your speech. It can be done by saying obvious transitional statement such as: “I will deliver my speech about ...” Overall, your introduction approximately is around 10-15% of the total speech length (Gareis, 2006).

### 2. Body.

The body is the main part of your speech. It consists of the points or the information you have listed. The next step is to arrange your main points within the body. For this purpose, you need to consider the general content of your main points. Choose an organizational pattern that makes sense based on your speech goal.

*Table 3.2 Organizational Pattern of Speech*

<b>Organization Pattern</b>	<b>Speech Content</b>	<b>Example</b>
Spatial	Places or locations	Tour of Manhattan A. Downtown B. Midtown C. Uptown
Chronological	Sequence of events or procedures	The Vietnam War A. 1941–1956: Early Conflicts B. 1956–1961:



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		Vietcong Guerrilla Campaigns C. 1961–1975: U.S. Involvement
Topical	Series of loosely connected topics	Online Communication A. E-mail B. Chat C. Discussion List
Causal	Causes and effects	Rainforest Clear-cutting A. Causes: Scarcity of Farmland, Timber Trade B. Effects: Erosion, Habitat Loss, Loss of Plant Diversity
Pro/ Con	Arguments for and against an issue	Luxury Cars A. Pros: Comfort, Safety, Prestige B. Cons: Price, Mileage, Possible Theft
Problem/ Solution	Problem and suggested solutions	Nearsightedness A. Problem: Reduced Vision B. Solutions: Eyeglasses, Contact Lenses, Laser Surgery

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Comparison/ Contrast	Similarities and differences	Cow Milk vs. Soy Milk A. Similarity: Protein, Versatility B. Difference: Digestion, Additives, Environmental Impact
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### 3. Conclusion.

While the introduction leads into the body, the conclusion provides closure. Introductions and conclusions should be about equal in length and significantly shorter than the body. For example, in a five-minute speech, the introduction and conclusion should be about half a minute each.



#### Creating an effective conclusion

1. Signal the end. Pause slightly before you start your conclusion. Use a term like *to conclude* or *in conclusion* to show your listeners that you have completed the main part of your presentation.
2. Review your main points. Just as you listed your major points during the introduction, list them again in your conclusion. This will help your audience recall your major ideas and result in a sense of accomplishment.
3. Refer to the introduction. Referring to the introduction will

provide your audience with a sense of closure. For example, if you started with a suspenseful story, provide the conclusion now. Or if you mentioned some surprising statistics, repeat them again and relate them to your overall presentation

4. End with an impact. Use the last few sentences of your speech to ensure that you leave a good and memorable impression. To give a good impact, some techniques can be used, such as by giving humour, by giving thought-provoking question, or by making quotation.  
("How to Prepare a Speech," 2016)

### G. Designing Your Speech

After knowing the organization of your speech, then you can start to design it as the required order. Here is the example of a speech in case you may refer.

Dear my Brothers and sisters,  
Ladies and Gentlemen,

In this very happy occasion, first of all, allow me to express my very sincere gratitude to Mr. John Timberlake for giving me an opportunity to speak before you all about "What do we mean with love"

Love is the fundament of our everyday life. Our activities are coloured with love and love is the blood of our relation with God's creatures. It is not easy to define what love is all about because love concerns many aspects and surely we can never describe what we exactly mean with love.

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In our daily life we can divide love into several categories. We can distinguish the love we have for our parents, our brothers and sisters, our best friends, our lover and of course our love to the creator. When a man and woman make up their minds to go through this life together, we know that they are in love. When a brother brings home a sweet doll for his younger sister, we call that love even when a mother is getting angry to her child; she does it because she loves him. Love is one of the mysteries in our life. In love we not only find passion, truth and belief, but hate and hurt as well.

Although love is indescribable it is something that we can touch with our feelings and our hearts. Sometimes we say that we love someone but actually what we feel is only admiration, and we just cannot distinguish love from admiration. It is said that when we feel we want to get close to someone all the time and we are willing to do everything for that person without anything in return, we love that person. However, I personally believe that love is more than that. Even if the above definition is close enough to the love we have for our lover, it is greater than any or its definition in this world.

In the end of this speech I would like to emphasize that, once again, love is one of the greatest mystery in our life. The most important thing is not the definition but how we would like to thank the One for love he gives us. Each of us knows what love is through experience, and if you were in pain because of love you were never in love.

Thank you very much.

By: Nayu A. R

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Considering the organization of speech described in the previous part, the techniques of designing a speech can follow this basic framework:

.....	Address
..... ..... ..... ..... ..... .....	Opening
..... ..... ..... ..... ..... ..... .....	Body
..... ..... ..... .....	Closing
..... .....	Thanking

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<u>Description of the framework</u>
<b>a. Addresses</b>
<i>1. To the king or Queen</i>
<ul style="list-style-type: none"> <li>✓ His most Gracious Majesty, King.....</li> <li>✓ His most Gracious Majesty, King Fahd of Saudi Arabia.</li> <li>✓ Her most Gracious Majesty, Queen.....</li> <li>✓ Her most Gracious Majesty, Queen Elizabeth of the UK.</li> <li>✓ His Royal Highness, the Duke of York.</li> <li>✓ Her Royal Highness, the Duchess of York.</li> <li>✓ His Royal Highness, the Prince of Wales.</li> <li>✓ Her Royal Highness, the Princess of Wales.</li> </ul>
<i>2. To the President, minister, or the high-level Person in government</i>
<ul style="list-style-type: none"> <li>✓ The honorable....., the President of.....</li> <li>✓ The honorable Ronald Reagan, the President of United States of America.</li> <li>✓ The honorable....., United States District Judge.</li> <li>✓ The honorable Senator/ Governor.....</li> <li>✓ Honorable....., Speaker of the Senate.</li> <li>✓ Honorable....., Speaker of the house of Representatives</li> <li>✓ The Honorable....., the Minister of.....of.....</li> <li>✓ Your Excellency, Admiral..... Commanding U.S. Navy.</li> </ul>

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- ✓ Your Excellency, General.....
- ✓ The Commander in chief, Army of the U.S.
- ✓ Honorable....., Member of Assembly
- ✓ Honorable ....., the Assistant Secretary of Home affairs Ministry
- ✓ The Honorable....., the .....Ambassador to.....
- ✓ The Honorable Robert L. Berry, the U.S. Ambassador to Indonesia and Mrs. Berry.
- ✓ The Honorable Colonel....., the Military Attaché of the U.S. Embassy and Mrs.....
- ✓ Your Excellency, Rev. (Reverend).....
- ✓ Your Excellency, Rev. Ivan Lay.
- ✓ My Dear Reverend Mother.....
- ✓ Dear Father.....
- ✓ Dear Rev. ....
- ✓ The Venerable and Very Reverend father.....
- ✓ Your Holiness, Pope.....
- ✓ Your Holiness, Pop John Paul

### 3. *To the General Audience*

- ✓ Ladies and gentlemen,
- ✓ Dear Friends,.
- ✓ Dear Brothers and Sisters,
- ✓ Distinguished Guests,

### **b. Greetings**

- ✓ Good morning,
- ✓ Good afternoon,
- ✓ Good evening

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✓ Assalaamu ‘alaikum warahmatullahi wabarakatuh
<b>c. Opening/ Introduction</b>
<p>The functions of Opening in speech are:</p> <ol style="list-style-type: none"><li>1. To deliver the topic of the speech</li><li>2. to reach and defend the audience attention</li><li>3. To let the audience prepare their self</li><li>4. Bring the audience to the content of the speech</li></ol>
<ul style="list-style-type: none"><li>✓ 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) : Education Goals: An action Plan”.</li><li>✓ It is a great pleasure for me to be given the opportunity to deliver a speech on the subject of “Indonesian Democracy in the coming years: constraints and opportunity” on this precious occasion of the commemoration of the first anniversary of Anglo-American school of Public speaking.</li><li>✓ May I tell you, first of all, how pleased I am to have an opportunity to stick here and deliver a speech before you. My speech title (this evening) is “the Constraints and opportunities Pertaining to Indonesian direct Investments in 1990’s”.</li><li>✓ It is great pleasure for me to be given the opportunity to deliver a commemorative speech on this memorable occasion of the inauguration of the Bandung Shopping Centre which is dedicated to the Bandung Residents.</li><li>✓ I am greatly honored and grateful for the opportunity given to me in addressing a speech on “Children and</li></ul>



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Television Programs.”

- ✓ Allow me to commence this occasion by saying that it is a great honor for me to have an opportunity to deliver a speech before the intellectual community of audience. And I'd like to thank the organizing committee for such moment. The title of my speech is “The Impact of the On Going Change of World Politics on the Operations of Global Business.”
- ✓ It is both a privilege and pleasure for us all to be able to attend this meeting with so many distinguished friends from the Indonesian side attending to exchange our thoughts on pressing problems of our mutual concern. And, first of all, I should like to express on behalf of my colleagues my heartfelt felicitations and gratitude to the Bandung Lion's Club for so successfully organizing this valuable forum. In this occasion, allow me to speak about “Lion's Club in a Changing World.”
- ✓ I'd like, first of all, to say thank you very much to the organizing committee for this precious opportunity to deliver a speech. In this occasion I'd like to speak about “ *The Significance of Computer Use in an Integrated Teaching of English Language both as second and foreign Language.* ”
- ✓ It is a great pleasure for me to have this opportunity to give a speech on Islam and National Development before this gathering of elite personalities of the Indonesian Islamic society.

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- ✓ May I first of all extend my greetings an warm welcome to all participants at this congress, and I do hope that your stay in Bandung will not only be an enjoyable experience but also provide to all of you a better opportunity to grasp essential problems as well as improved insights regarding our shared and mutual interest for further development of Indonesian Sociological Association. In this occasion I'd like to speak about "Sociology and Indonesian development."
- ✓ It is a great honour and a privilege for me to be granted this opportunity to speak before this distinguished audience of many colleagues in *Council for World's religions*. My topic (today) is entitled "*The role of Religions in the era of Post cold World war.*"

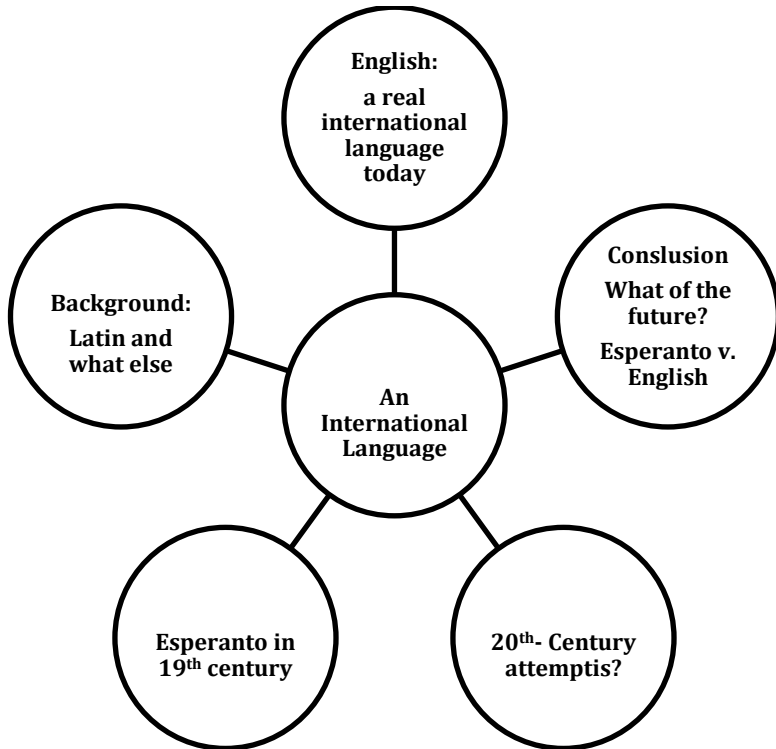
### **d. How to develop ideas?**

A spider-gram can be used to develop ideas and paragraphs. Spider-gram is a kind of *mind-mapping*. A diagram (= simple plan) with lines and circles for organising information so that it is easier to use or remember. The following are the examples of spider-gram to develop a speech text. The first is about the advantages and disadvantages of TV. The second is about the use of English as an international language.

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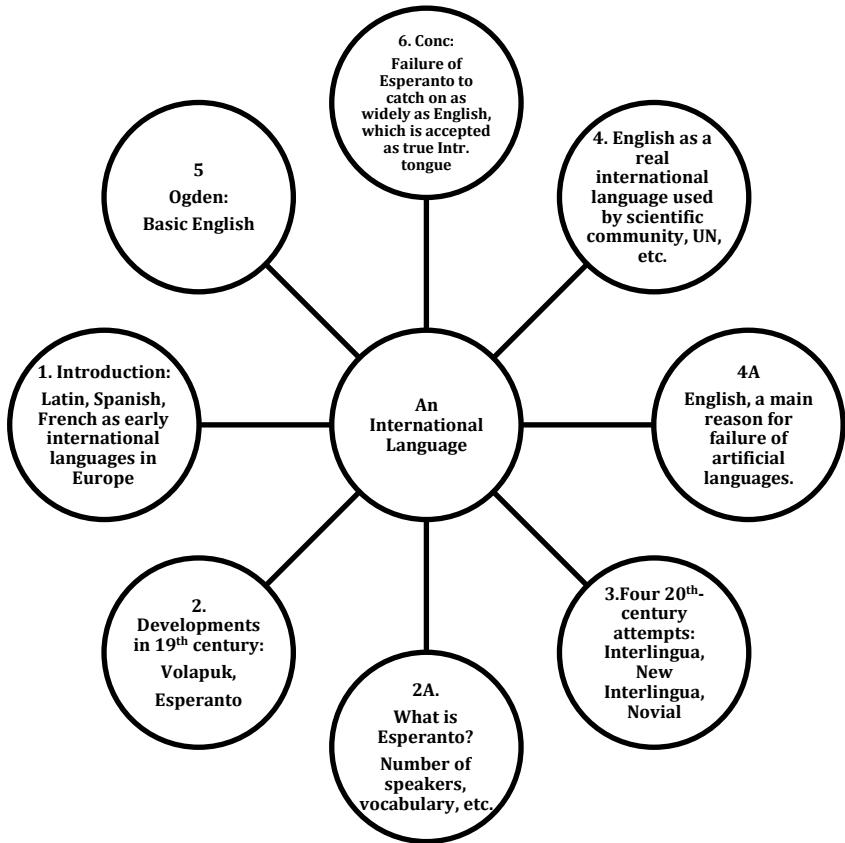
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Example of spidergram



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### In Outline:

- Par1. Introduction. Background on early international languages in Europe: Latin, Spanish, and French
- Par.2. The 19<sup>th</sup> century. First attempt at an artificial international language: Schleyer's Volapuk
- Par.3. The 19<sup>th</sup> century. Introduction to Dr Zamenhof's Esperanto
- Par.4. what is Esperanto? Quote Guerard. Facts about the language: number of speakers, vocabulary, etc.
- Par.5. The 20<sup>th</sup> century. Four other attempts at artificial international languages: interlingua, New Interlingua, Ido, Novial
- Par.6. The rise of English, competing with the artificial languages for international acceptance
- Par.7. Basic English created by Ogden; Govers and Plain words
- Par.8. The Future: Esperanto or English?
- Par.9. Conclusion. At the Cannes Film Festival films dubbed into English for worldwide distribution: street in Cannes named after Dr Zamenhof,

founder of Esperanto. English as a true international language, but Esperanto, like the other artificial languages, has failed to catch on.

In complete text form:

### **An International Language**

There have been many hopes that the human race might achieve greater unity by having one common language to speak instead of the 2,000 or so now spoken. Before the 16<sup>th</sup> century Latin was the dominant language of Europe. It crossed all boundaries, and it was an international tongue spoken by educated persons regardless of their national origins. In the 16<sup>th</sup> century, the rise to power of Spain brought the Spanish language into prominence, although the Latin still ruled amongst church and state officials. With the French Revolution and the establishment of the French empire Under Napoleon, French seemed likely to be the supreme language in Europe during the 19<sup>th</sup> century.

By the late 19<sup>th</sup> century, however, two attempts had been made to create an international language which belonged not to one nation but to all nations. The first attempt was made by a German priest, S.M. Schleyer, who invented Volapuk, or

World-speak’. In an effort to be fair, Schleyer combined features of some major national languages, English, French and German, as well as Latin. He first displayed this language in 1880, and although it aroused a good deal of interest, it failed to make much headway in an era of highly charged nationalism.

The second attempt, Esperanto, had more impact. Invented in 1887 by a polish philologist, Dr. L. Zamenhof, it was also based on the main European language. For a time, it seemed that Esperanto was going to be a powerful force amongst languages, but after the initial enthusiasm, which led to the founding of Esperanto societies, hopes for it faded.

As Guerard has observed, Esperanto strives to simplify language. it takes advantage of previous language habits, it limits grammatical categories and the variety of sounds. Everything possible had been done to make Esperanto an easy language to learn and yet flexible to use. Its word-root vocabulary is 921, with a growth in its general vocabulary from 6,000 in 1887 to over 50,000 today. At the moment, Esperanto has over 1,000,000 speakers in 83 countries with 50 national associations, and 100 periodicals are published in this

language. Yet, despite considerable use and acceptance, Esperanto has failed to gain official languages.

Four other attempts to create an international language have been made in 20<sup>th</sup> century. Interlingua, invented by the Italian mathematician Giuseppe Peano in 1903, was based on classical Latin and included a Latin-derived scientific vocabulary to make it more adaptable for modern use. In the late 1940s the principles of this language were revived as new Interlingua, but interest in it again declined. Ido, created by the Frenchman Louis de Beaufort in 1907, attempted to breathe new life into Esperanto. Although Ido attracted supporters in the years immediately after the First World War, interest in it subsided thereafter in favour of traditional Esperanto. Novial, constructed by the Danish linguists Otto Jespersen, was developed in 1928, but was little used except for some experimental purposes.

One of the principal reasons for the failure of these attempts to create an international language was the rise of English as a world tongue. So wide has been its penetration that efforts have been made to create simplified English which would serve as an easy-to-use universal language. The best known for these efforts is Ogden, who created Basic English.



Odgen pared down the English vocabulary presently exceeding 500,000 words to 850, comprising 100 terms for operations, 400 for general words, 200 for ‘picture words ‘and descriptive words, 100 for general qualities, and 50 for the opposites. In addition to using these 850 building blocks’, Odgen simplified the grammar and regularized singular/plural constructions despite the appealing simplicity of this scheme, however.

Basic English has not had the popularity that Odgen had hoped for it. Its great influence has been, perhaps, on critics of English writing, who have long campaigned for a more simplified official style in government forms and local-authority publications. The plain English campaign, together with the work of sir Ernest Gowers, plain words is probably the most lasting recognition of Odgen’s effort to popularize a Basic English language.

The future for an artificially created international language such as Esperanto does not look bright. On the other hand, English is fast becoming the second language in many countries of the world. It is also dominant in the scientific community, and is the language of computing and technology, as well as air traffic control. Many developing nations have

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adopted it as a neutral in the midst of tribal, racial and cultural division in these nations.

It is ironic that Cannes, the French Riviera town where Dr. Zamenhof, the founder of Esperanto, lived and that has a street, named after him, is the setting of an important film festival where most of the films shown in 1984 had English soundtracks of were to be dubbed into English. During the festival, producers and directors negotiated with translators and dubbers in an effort to make their films more international in their dialogue. Dr. Zamenhof had a vision of one language breaking down the frontiers and eroding the nationalistic differences in the world.

He would probably be disappointed that Esperanto has not yet achieved this goal, but perhaps pleased that English has arrived as a worldwide second language in many countries, even if it has done little to solve the world's many political and cultural problems (Ellis and Hopkins, 1985: 113-121).

Utterances used in delivering the speech:

<b>Deliver Speech-Planning</b>
✓ I have divided my speech into five sections.....
✓ I have put the subject into four sections.....
✓ I have divided my talk into five sections.....
✓ I'd like firstly to talk about.....

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- ✓ The first point I'm going to make concerns.....
- ✓ My second part will concern.....
- ✓ The second point I'd like to make is.....
- ✓ In the third part, I deal with the question of.....
- ✓ My fourth part of my talk will concern.....
- ✓ The fourth part of my talk will concern.....
- ✓ My fourth point deals with.....
- ✓ Finally, I'd like to talk a little about.....
- ✓ And finally, allow me to raise briefly the issues of.....
- ✓ Finally, I shall address the problem of.....

### **Open the main speech**

- ✓ Let me start by asking you the following questions...
- ✓ Let me start by posing the question.....
- ✓ I'd like to begin by suggesting that.....
- ✓ I'd like to start by drawing your attention to.....
- ✓ Let me begin by noting that.....
- ✓ Let me begin by telling you an anecdote...

### **Move to another part or chapter**

- ✓ Let me now turn to.....
- ✓ I'd like now to turn the question of.....
- ✓ Let me turn now to the issue of.....
- ✓ Moving on now to the question of.....
- ✓ If we now look at.....
- ✓ Let's look now at the question of.....
- ✓ Having looked at this subject, let's now turn to.....
- ✓ Can we now turn to.....
- ✓ Now let's see another part of our talk.....
- ✓ I would now focus on.....

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### **Giving sign to develop the Topic**

- ✓ I'd like to look at this in a bit more detail.
- ✓ Let me speak about this more detail.
- ✓ Can I develop this point a bit further?
- ✓ Let me elaborate on this point.
- ✓ Let's look at this problem in a bit more detail
- ✓ I'll discuss it later.
- ✓ I'll be returning to this point later.
- ✓ I'll be coming back to this point later.
- ✓ As I'll show later.
- ✓ Later I'll come on to.....
- ✓ Later I'll be coming on to.....
- ✓ In the following part, we'll come on to it.
- ✓ As I mentioned earlier,
- ✓ As I said earlier,
- ✓ As I discussed analytically earlier,
- ✓ As we saw earlier,
- ✓ As you will remember,
- ✓ Can I now go back to the question I posed at the beginning?
- ✓ If we come back now to the issue saying that.....
- ✓ I'd like now to return to the question.....
- ✓ The interesting thing about.....is.....
- ✓ The significant thing about.....is.....
- ✓ The most important thing about.....is.....
- ✓ The thing to remember is.....
- ✓ What you have to remember is.....
- ✓ What we have to realize is.....

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- ✓ What I find most interesting about.....is.....
- ✓ Right,
- ✓ Okay,
- ✓ Good,
- ✓ Now,
- ✓ Now then,
- ✓ Well now,
- ✓ Well,
- ✓ Right then,
- ✓ So,

### **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 .....
- ✓ As a final remark, I just would like to say.....
- ✓ In parting, let me express.....
- ✓ The main points that have been made are.....
- ✓ Let me try now to pull the main threads of this argument together.
- ✓ In conclusion, I should just like to say.....
- ✓ Summing up then.....
- ✓ But way of summary, the main points in the study (the speech) seem to me to be.....
- ✓ To sum up then.....

### *Closing in text*

- ✓ I have attempted to day describe some of the more interesting aspects of Indonesian business cycles. I thank

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you all for your kind attention and I am looking forward to another opportunity of seeing you again. Thank you very much!

- ✓ 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!
- ✓ In conclusion, I would like to express my heart-felt congratulations to P.T. Sultan Kusumah on the commemoration for its second anniversary. It has indeed been a great honour and privilege for me to address the Board of Directors and the Staff of the company on this memorable occasion. I would like to conclude my remarks by wishing all the best for the further development of P.T. Sultan Kusumah. Thank you very much!
- ✓ In parting, let me express my deep sense of gratefulness for the confidence kindly put in me by Her Excellency Madam Anne-Marie and all members of the United Congregations of World's Religions and let us pray that the Congregation Progresses to achieve world peace and all people live in happiness. Shall we pray! Thank you very much!
- ✓ Today I have explicated some basic principles of world's religions. I would like to thank you all for your attentiveness. I would be very pleased if you have gained some new insights today and realize that there remain so many things to be understood regarding mutual understanding among the adherent of the religions. I would

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like o conclude today by wishing all the best to the United Congregation of World's Religions. Thank you very much!

- ✓ Ladies and gentlemen, today I have addresses you not with answers but with questions, with challenge and with concern. In this symposium we are giving our ideas, our views and aspirations. We expect that you, in turn, will express yours. Let us compare, let us converse, let us joint in speaking the best possible foundation for our future conservation-operation. Thank you!
- ✓ Ladies and gentlemen, I fervently hope to have posed some problems and issues which can thrill and stimulate our thinking and discussions in a fruitful way. I thank you for your interest. Thank you very much!
- ✓ Ladies and gentlemen, 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!
- ✓ In the last part of speech, the speaker may present a line of poem, aline of song, a short story and etc that contains a lesson for the audiences as the following examples:
- ✓ In parting, allow me to all you, as a Guru 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, and don't let any single minute pass by without filling your mind with God. God be with you always. Thank you very much!

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*Take the note that a speaker does not need to say apologetic phrases in closing the speech as the following examples:*

- ✓ I know I have not done this speech very well.
- ✓ I know have felt to say what I wanted to say.
- ✓ I know that anyone else could have done better than I.
- ✓ I hope you excuse my lack of preparation

### **Thanking**

- ✓ Thank you.
- ✓ Thank you very much.
- ✓ Thank you indeed.
- ✓ Thank you very, very much.
- ✓ Thank you a lot your attention.

Connectors are used to link ideas between paragraphs. Those connectors are used to make the sentences coherence. The following table contains sample connectors that can be used for developing a speech text.

*Table 3.3 Transitions Sample Connectors*

Transition	Sample connectors
Addition	Again, and, also, as well as, at the same time, besides, furthermore, in addition, moreover, not only ... but also
Cause/ Effect	Accordingly, as a result, because, consequently, due to, for this reason, in that, on account of, owing to, so, therefore, thus
Comparison	Another type of, compared with, in comparison, just as, like, likewise, similarly
Condition	As far as, even if, if, in case, lest, or else,



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	otherwise, provided that, supposing that, unless
Contrast	Although, but, despite, even though, however, in contrast, in spite of, instead, nevertheless, no matter how, nonetheless, on the contrary, on the other hand, still, unfortunately, whereas, yet
Ending	Finally, in conclusion, in short, to conclude, to summarize
Explanation	For example, for instance, in fact, in other words, of course, to clarify, to illustrate, to simplify, such as
Importance	Above all, indeed, keep this in mind, most importantly, remember, take note
Interruption	Anyway, at any rate, by the way, in any case, in any event, incidentally, in general, of course
Order	First/second/third/last, eventually, finally, in the first place, initially, next, to begin with
Space	Above, alongside, behind, below, in back of, in front of, in the distance, eastward, nearby, next to, to the north, to the left
Time	After, as soon as, at present, at the present time, at this point, before, during, earlier, five years ago, in the future, in the past, just last month, meanwhile, now that, later, once, previously, since, sooner or later, until.

When you have collected all the support materials and finished your outline, you are ready to think about the actual wording of your speech. In this case, what you are planning to say and how you are planning to say it, the issues of language use and ethics need to be considered.

### **H. Language Use**

Spoken language is more informal than written language. Because listeners cannot go back and re-read what a speaker says, effective oral language is also simpler and more repetitious. In addition, it contains many examples and illustrations to assist listeners in understanding the message. There are some requirements to the language to be effective.

### **TIPS!**

#### **#1 Be Clear**

Never try to confuse your audiences with difficult words or complex sentences. The purpose of giving speech is to communicate clearly. Thus, use proper language purposively designed to accomplish this purpose. The use of simple terms is recommended. Convey your points in straightforward sentences that easy to understand.

#### **#2 Adapt to Your Audiences**

Carefully adapt the language you used is strongly required so

that it will ease you to adjust your message to your audiences. For instance, in explaining a topic about nuclear power to elementary students and college students, the main points should be effectively explained to both levels of audiences. Of course, you need to use different language that fits their level. The goal of speech as part of public speaking is to get ideas across the audiences, not merely to impress them with your expertise in vocabulary.

### #3 Use Interesting Languages

The form of interesting language is used to hold your audiences' attention. Interesting language is not merely a poetic or figurative language that is vague or unclear. In fact, there some stylistic languages can be used to beautify yet not to confuse your audiences, such as metaphors, similes, vivid language or repetition.

(“How to Prepare a Speech,” 2016)

In term of interesting language, you can use the following language forms to make your language to be more colourful.

*Table 3.4 types of interesting language form*

Language Form	Explanation
Alliteration	Words beginning with the same sound (e.g., “Be smart: Seatbelts save lives.”)
Antithesis	Juxtaposition of opposite ideas (e.g., John F. Kennedy: “Ask not what your country can do for you: Ask what you can do for your country.”)

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Colourful vocabulary	Words that paint a picture in one's mind (e.g., "The ice-cold lemonade transformed the boy scouts from drowsy sloths to a herd of Spring books in a matter of seconds.")
Hyperbole	Exaggeration for effect (e.g., "If we don't start preparing for retirement immediately, we will all be poor and miserable in old age.")
Metaphor	Comparison without the word <i>like</i> or <i>as</i> (e.g., "Youth is a budding rose.")
Parallel construction	Sentences beginning or ending with the same words (e.g., "Our children need love. Our children need security. Our children need education.")
Personification	Human characteristics used in nonhuman settings (e.g., "The sky wept tears of joy.")
Repetition	Words or phrases repeated throughout the speech (e.g., Martin Luther King, Jr. repeated the sentence "I have a dream" many times during his famous speech.)
Rhyme	Words ending in the same sound combination (e.g., "He's a lean and mean selling machine.")
Simile	Comparison with the word <i>like</i> or <i>as</i> (e.g., "It was as humid as in a steam room.")

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There are some do and don'ts that should be followed when having speech. Those details will be described in table 1.5.

*Table 3.5 List of Do and Don'ts to perform speech*

DO	DONTS
1. Use correct vocabulary, grammar, and pronunciation. When in doubt, consult reference books or ask for help	1. Don't use sentences that will confuse your audiences
2. Use clear language and define any technical vocabulary you use	2. Don't use unnecessary jargon that will lead into ambiguity.
3. Use concrete and specific language (e.g., for three dollars)	3. Don't use vague language (e.g., for a small amount of money)
4. Be concise and eliminate unnecessary verbiage (e.g., change "what you do is you push this button" to "push this button").	4. Don't use any slang terms, especially in educational and professional settings
5. Use appropriate language that suitable for your setting and the audience	5. Avoid the use of sexist language (e.g., change "he" to "he or she" or "they" and "chairman" to "chairperson"), ageist stereotypes (e.g., "set in her ways," "over the hill"), any terms that could potentially offend racial, ethnic, religious, or gender
6. Use euphemisms to make unpleasant ideas sound more agreeable (e.g., use "passed	

away” instead of “died”) 7. Use colourful language terms to add vividness and intensity to your language	groups
---	--------

### **I. Ethics and Plagiarism**

Ethics and plagiarism are the important point to be considered. These matters show a speaker’s attitude of respect and appreciation of the listeners as well as through the speaker’s responsible handling of the information he or she presents. Therefore, to do a responsible sharing of information, you need to first, research your topic well so that you don’t present falsehoods and half-truths. Second, avoid plagiarism and identify all of your sources. Last but not least, don’t even think about fabricating information.

### **J. Rehearsing Your Speech**

To make your speech run smoothly, you need to practice or rehearse your speech, even if right ahead of time of your performance (Dugdale, 2006). There are plenty of ways you can take to rehearse your speech. Give yourself enough time, practice in front of people, and be ready for any changes are the mostly general ways in rehearsal time.

### TIPS!

#### **#1 Give your own self plenty of time**

The more time you practice your speech, the more prepared you are. As the result, the less nervous you feel. Approximately you need one to two hours for practicing every minute of your speech. For example, you need to allocate 5 to 10 hours to prepare a 5-minute speech. Of course, the allotted time includes all of your preparation, start from analyzing audiences, purposes, and settings, choosing and researching your topic, organizing your speech up to rehearsing time. Therefore, since your rehearsal would be just a portion of that time, leave yourself time to practice. The more you postpone your rehearsal time, the less the time you have to practice.

#### **#2 Practice in Front of People**

Try to deliver your speech in front of family members or friends so that you can get some feedbacks. Therefore, there are some things to be remembered when you are practicing in front of people.

- ✓ Look at your audience by making eye contact. Somehow it is hard for you to spare your vision to audiences and your notes. That is why, rehearsal time is needed.
- ✓ In case you cannot practice in front of people, still you can practice by yourself by saying your speech aloud. Speaking out loud gives you a chance to double-check your pronunciation, articulation, and timing of your speech.

### **#3 Be OK with changes**

During rehearsal time, don't be too strict with your material. If it's running too long, you have to cut some material. If it's too short or some sections seem skimpy, you add more. Moreover, whenever you practice your speech aloud, don't worry if it comes out a bit differently. It's not necessary to get your speech word-for-word perfect, the most important thing is that you can convey the information in an engaging and memorable way.

("How to Prepare a Speech," 2016)



## CHAPTER IV DELIVERING YOUR SPEECH

### A. Setting Up

After fulfilling all of your preparation, then you need to set them up before you deliver your speech (Jerz, 2014). Having set everything in good working order will make you be more confident as you deliver your speech. These following steps may help you setting up before your delivery time.



Set Up Things before Delivery Time
<ol style="list-style-type: none"><li>1. Make sure the stage is arranged according to your needs (move chairs out of the way, lower blinds if there is sun glare, etc).</li><li>2. Arrange your notes, so they are easily accessible.</li><li>3. Prepare your audiovisual equipment (focus the overhead projector for your transparencies, get a pointer ready for overhead projections, insert your videotape in the VCR and make sure it is forwarded to the correct spot, etc.).</li><li>4. Take your time and don't be hurry.</li></ol>



### B. Appearance and Body Language

In delivering speech, it is important to consider physical appearance and body language. The audience will understand

you more easily and believe you more when nonverbal actions support your words. The following descriptions are taken from Zimmer (2015)

### 1. Appearance.

Appearance becomes the first impression your audience will get of you as a speaker. Make sure you use appropriate clothing for the occasion. If you speak in a classroom situation, dress a little more formally than usual. This will communicate that your audience and speech is important to you.

*Table 4.1 List of Do and Don'ts to dress*

DO	DONTS
1. Be selective 2. Use less accessories (such as jewellery)	1. Don't overwhelm your audiences 2. Don't be too flashy in appearance

### 2. Body Language

Body language consists of eye contact, facial expressions, gestures, body posture, and movement.

#### a. Eye Contact

Eye contact can be considered as the most important of these elements. To deliver an effective speech, it is important to maintain constant eye contact with the audience. Look at the listeners directly from all parts of the audience, including those in the back, left or right.

### **WARNING!**

Avoid looking down on the ground, over the heads of the listeners, or out the window. Notice that the main purpose of speech is to reach the audience. Therefore, eye contact is important to do in order to achieve the goal.

#### **b. Facial expressions**

The use of appropriate facial expressions in delivering speech is to connect the speaker with the audience and to reinforce the content of speech. It can be done by, for example, smiling in the beginning of speech to show friendly intentions, showing widened eyes and raised eyebrows when signalling some important information, or using other respective expressions to accompany accounts of excitement, uncertainty, or unpleasantness. Using facial expressions in delivering speech will make the speech more alive, stay natural, and authentic.

#### **c. Gestures.**

Similar to facial expressions, the use gestures is to establish contact with the audience and provide visual support of message. Gestures give big contribution in delivering speech yet it has lots of concerns to provide the proper ones. The details will be described in table 4.2

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*Table 4.2 List of Do and Don'ts for gestures*

DO	DONTS
<ul style="list-style-type: none"><li>✓ Integral your gestures in each part of your speech.</li><li>✓ Use gesture in a natural manner, consciously, and purposefully.</li><li>✓ Vary your gestures.</li><li>✓ Choose only the proper gesture.</li><li>✓ Practice the gestures during rehearsal</li></ul>	<ul style="list-style-type: none"><li>✓ Don't put your hands in your pockets or lock them behind your back.</li><li>✓ If possible, don't use lectern.</li><li>✓ Don't hold your arms</li><li>✓ Don't use too many or too few gestures.</li><li>✓ Avoid nervous mannerism (twisting hair, scratching face, rubbing hands together, or playing with an object such as pen or necklace)</li></ul>

### TIPS!

**To rehearse gestures, consider the following examples.**

- ✓ When counting (e.g., first, second, third), instead of saying the numbers only, accompany them with the use of fingers.
- ✓ When discussing measurements (e.g., two meters), use your arms to illustrate the length.
- ✓ When saying phrases like “on one hand . . . on the other hand,” support your words by first turning one palm up, then the other.
- ✓ When saying phrases “we don't know whether . . . “,

visualize it by a shoulder shrug.

- ✓ When emphasizing something important, visualize its importance by showing gestures while saying the key point.

### **d. Body posture and movement.**

A powerful speaker has capability to show confidence through body posture and movement. Even though speaker may be sitting while delivering speech, such as during a business meeting, standing while delivering speech will be more effective.



### **Standing during speech**

- ✓ Adopt a comfortable pose and use the space provided effectively.
- ✓ If possible, move around the room.
- ✓ Consciously use the movements but don't overdo them, e.g. when walking forward toward the audience during a crucial point or when stepping back right before conclusion.
- ✓ Be aware of your steps. Stepping away from the audience creates a "negative" feeling and makes the energy level diminished. Meanwhile, stepping toward the audience creates a positive feeling and increases the warmth and the energy. You can use this technique when you want to encourage or persuade your audience.

- ✓ Avoid distracting movements below the waist. This movement, generally, will make you seem uncertain and hurt your credibility. On contrary, fix yourself at key moments and make moves only from the waist up to enhance your authority and credibility.
- ✓ Adjust your moves and gestures when telling a story. Some speakers may want to visualize their story. Adjust it effectively and decide well which part of stage suit well with your story. The main point of the story should be delivered in front and centre.
- ✓ Adjust your space and allotted time you use since it conveys something about your level of authority. Using little space and speaking quickly is not very convincing otherwise, using broader space and speaking slowly is much better.
- ✓ Be natural with your movements. Make sure you make it fluid, natural, and effective.

### C. Vocal Behaviour

Vocal behaviour means the way in using pitch, rate, and volume when speaking. A good speaker is supposed to vary the vocal behaviour throughout a speech to emphasize the message and to keep the audience interested.

#### 1. Pitch.

Everybody uses a pitch range, a mixture of low and high pitches when speaking. Doing some variations in pitch is used

as a tool for stressing words and adding emotion to sentences. When a speech is delivered in flat and monotone style or when the pitch range is too narrow, the listeners will be very bored and even uninterested anymore. Therefore, when delivering a speech, it is important to vary the pitch levels properly.

### **Practicing to expand a wider pitch range**

- ✓ Select some sentences and decide which words to be stressed.
- ✓ Mark the stressed words.
- ✓ Say the sentences with a greater pitch variation than usual.
- ✓ Don't be afraid to exaggerate the pitch since an exaggerated pitch difference may sound unnatural at first, but it probably sounds normal to a native speaker's ears.

## **2. Rate and fluency.**

Rate and fluency are two required things that should be considered. Each is described in the following sub-chapters.

### **a. Rate**

The rate of speech refers to the use of speed and pausing. Similar to the essence of the use of pitch, try to vary the rate of your speech. In the beginning of speech, speak in more slowly way to give listeners an opportunity to

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get used to speaker's voice. Also, slowing down the rate is required when discussing some important points. In the opposite, a faster rate of speech can be used when delivering exciting stories, experiences or adventures.

### **WARNING!**

- ✓ Don't speak too fast. Fast speech is easily understandable only in small forums or among friends, but it will be very difficult to deliver fast speech to larger audiences.
- ✓ Don't be interfered by a slight echo resulted from acoustics of large room.
- ✓ Don't deliver a speech in a too excessive tension since public speeches are usually dense and complex. Give listeners sufficient time to understand the material.
- ✓ Non-native listeners and listening disability audiences need slower, more deliberates rates of speech to comprehend the material.

An element related to rate is pausing. Generally, there are some sorts of pauses that work with your speech. First of all, small pauses are necessary to separate thoughts and sentences, for instance. Next, larger pauses work well between major ideas to give the audience time to think. Larger pauses are also effective during great narratives to improve interest and before main



organizational divisions to indicate a transition, for instance before the conclusion.

### **WARNING!**

It is acceptable to use fillers such as um, er, well, and okay when pausing, you should not use them too often. Likewise, filler phrases like you know or something like that should be avoided. These words will not reinforce your message and just distract the whole speech if you use it repeatedly.

### **b. Fluency**

Fluency concerns more on how appropriate the pausing you do in the relevance of thought groups. Words under the same thought groups should be linked closely together and not separated by hesitations or unnecessary repetitions of syllables. Here, make sure you rehearse your fluency sufficiently to be able to finish each group of word and sentence without interruptions.

### **Example:**

Say the following tongue twister fluently. Don't be too fast. Stop only at the end of the indicated thought groups (slash) and sentences (double slash).

Peter Piper picked a peck of pickled peppers.// A peck of pickled peppers Peter

Piper picked.// If Peter Piper picked a peck of pickled peppers, /

where's the peck of pickled peppers Peter Piper picked?//

### TIPS!

#### Practice Fluency

- ✓ Pronounce words carefully. As you read your outline, mark any words that you are not certain how to pronounce. Check your dictionary and learn how the pronunciation is. You also can use a digital dictionary which provides a spelling feature.
- ✓ Articulate the words clearly. Articulation is similar to pronunciation. While pronunciation refers to the standard sound and rhythm of a word in a language, articulation refers to the attention that is given to vocalize the sound clearly and distinctly. In this case, physical problems may cause some poor articulation, and the most common cause is sloppiness.

### 3. Volume.

Volume refers to the loudness or softness of your voice when you are speaking. Speaking in very high volume is possible for a speaker, however it is considered an unusual act to do in speech without certain intention. Thus, if possible, try to practice your speech in a room where you will deliver it, or at

least, find a similar room to practice. Make sure that everybody in the audience seats can hear you without any obstacle.

### **D. Overcoming Communication Anxiety**

Speak in front of many people require your courage. Many people are nervous about speaking in public. They list that public speaking as their greatest fear. Therefore, having anxious while doing this is so natural. Having stage fright is normal, even for experienced speakers. In fact, a little nervousness may actually help you get focused, be alert to the audience, and deliver a more effective and captivating speech.

### **TIPS!**

#### **“Overcoming communication anxiety”**

Several days or weeks before your speech:

- ✓ Put the situation in perspective. Just pretend that you’ve been talking to people for many times.
- ✓ Select an interesting topic that you like. When you are interested in sharing knowledge you know well, you will be focus on the topic and probably forget your nervousness.
- ✓ Prepare your topic well. A well-prepared things help reduce anxiety better than any else.
- ✓ Set your opening thoroughly. Nervousness usually comes in the beginning of a presentation. A good introduction can

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help calm you down and build your confidence for the rest of your speech.

- ✓ Imagine that the speech is only delivered to one person at first, then two people, five people, and finally to the whole audience.
- ✓ Rehearse gestures and body movements. Don't be too excessive, just act them naturally and be integrated in any part of your presentation.
- ✓ Take a look at the venue in which you will deliver. Check out thoroughly the entire room in which the speech will be delivered and then determine the best spot for placing visual aids.
- ✓ Do lots of practices.

The night before and the day of your speech:

- ✓ Have enough sleep in the night before.
- ✓ Know what is happening to your body. The symptoms you are experiencing - butterflies, dry mouth, etc - are your body's ways of helping you overcoming your stressful conditions.
- ✓ Don't be too excessive. Relieve the tension in your muscles by getting off the bus a stop early, walking around the block, or taking the stairs rather than the elevator.
- ✓ Do some relaxation exercises. Close your eyes, focus on your breathing, and then breathe deeply and slowly. Tense and then relax your muscles, starting with your toes and then working up to your neck and face.
- ✓ Ignore the negative thoughts (e.g., "My audience will be bored.") and replace it with the positive ones (e.g., "My

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speech is important and interesting.”).

- ✓ Be positive to your listeners. Assume that they will be supportive, considerate, and understand well the speechmaking process. Expect that they know just how you feel.
- ✓ Think about your success. Imagine that you are part of the audience and watch yourself deliver your speech competently, confidently. Remember, you can do it when you think you can do it. If you *think* you can do it, you *can* do it.

Right before, during, and after your speech:

- ✓ Take a few deep breaths.
- ✓ Act with confidence and show your listeners that you are a confident speaker who is communicating well- prepared topics.
- ✓ Focus on your message, not you yourself. Don't say something like “I hope you will like my presentation” or ask for sympathy by saying “I'm nervous” or “I'm scared”. Just pretend that your audiences want to see your success.
- ✓ Practice visualization. Simply create a mental image of you successfully giving your speech. Visualize yourself standing up confidently, picking up your notes and walking to the podium. Then picture yourself move through the entire talk successfully. See the speech end, yourself saying “thank you” and returning confidently to your seat.
- ✓ Stay positive. Even if you're feeling nervous, do your best not to engage in a lot of negative talk. Instead of saying “I'm a nervous wreck” say instead “I feel nervous, but I

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know that's normal before a speech, and I won't let that stop me from doing my best". Negative thoughts are incredibly powerful. There is a say that you need five positive thoughts to neutralize every one negative thought you have. Thus, just get rid of them.

- ✓ Pause before you speak. Gather your thoughts, make eye contact, and start with conviction. Don't be afraid to smile - the audience will smile back!

Every time you speech:

- ✓ Use energy while you talk. Employ gestures and utilize the space provided by moving around just a bit. But keep in mind that too many gestures and movements may be distracting; so be aware and move naturally.
- ✓ Use visual aids. They create interest and make you feel less self-conscious because they help the audience to focus on something besides you.
- ✓ Make eye contact with all parts of your audience, but also search for friendly faces. They can provide an anchor of reassurance throughout your speech.
- ✓ If you make a mistake, it is not the end of the world! Most mistakes are not even noticed by the audience.
- ✓ Pause before your conclusion, and then present the rest of your speech with special emphasis.
- ✓ Don't end with a statement that expresses relief (e.g., "I made it.) or disappointment (e.g., "This was not very good."). The focus should remain on your message, not on yourself.
- ✓ Don't go back to your seat immediately after your speech.

Accept applause, invite questions, and thank the audience for their interest.

From the explanation above about public speaking, there are ways to improve our speech speed. Nikitina (2011) gives three ways to improve our speech speed, they are:

1. Steady our breathing

Getting our breathing under control is one the simplest ways to slow down and regain our balance during our presentation.

2. Focus on the articulation

We unwillingly slow down, stop slurring, eliding syllables when we speak to focus on the articulation.

3. Imitate about punctuation in the speech

We should include and make the use of punctuation. It should be clear to the audience when one phrase ends and the other one starts.

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## CHAPTER V

### THE SAMPLE OF SPEECH TEXTS

In this chapter, there are several samples of speech texts for all faculties in Muhammadiyah University of Ponorogo. Each of them is involved opening, body, and closing. It is expected that these following texts can help students to develop their own speech texts.

#### A. Faculty of Engineering

Honourable the Chief of the Committee

Honourable the adjudicators

And all beloved audiences

Assalaamu'alaikum Wr. Wb

First of all, let's say our thanks to Allah SWT who has given us mercy and blessing so that we can gather here safely. Secondly, Peace and Salutation may be upon our Prophet Muhammad SAW who has guided us from the darkness into the lightness. Last but not least I would like to say thank you to the committee for giving me opportunity to speak in this event.

I am Robby and I will deliver my speech entitled "Cell Phone Use While Driving"

Ladies and gentlemen,

Why should the use of cell phones while driving be banned?

The reason why cell phones should be banned while

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driving is that the majority of our drivers today are young teens and adults who are still learning the rules of the road. Many accidents are caused by the misuse of a cell phone while operating a motor vehicle.

In 2011, 350 fatal car crashes from the misuse of cell phones were recorded and the number continues to increase. This can be prevented if cell phones are just turned off and put away while driving. It's time to make a change and start cracking down on the safety of our roads.

I argue the fact that cell phone companies are coming up with new ways of using cell phones while driving, like hands free headsets, or built-in Bluetooth in manufactured cars. This shows young adults that it's OK to use cell phones while driving, and above all the new technology *encourages* young adults to use cell phones while driving. Why shouldn't the phone companies be punished or regulated? Perhaps people of a certain age should only get a certain type of phone, which could determine if they're driving or not depending on location. Furthermore, why don't parents talk to their kids about road safety and the proper way of using cell phones?

Ask yourself this - are you the one who will use a cell phone while driving? Or are you the one who will be able to go home and be with your family? There's always a choice... you'd better ensure that you make the right one.

That is all I can say. Thank you for your kind attention.

Wassalaamu'alaikum Wr. Wb

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### Glossary

Word	Part of Speech	Phonetic Symbol	Meaning
Honourable	Adjective	/ɒn.ər.ə.bl/	Yang terhormat
Mercy	Noun	/'mɜ:.si/	Rahmat
Salutation	Noun	/sæl.jʊteɪ.ʃ ə n/	Salam
Opportunity	Noun	/,ɑ:.pə'tu:.nə.t̩.i/	Kesempatan
Majority	Noun	/-dʒɑ.rə.t̩.j/	Mayoritas
Adults	Noun	/ə'dʌlt	Orang dewasa
Caused	Verb	/kəzd/	Disebabkan
Banned	Verb	/bænd/	Dilarang
Misuse	Verb, Noun	/mɪs.juz/	Menyalahgunakan, Penyalahgunaan
Prevented	Verb	/prɪvent/	Dicegah
Argue	Verb	/'ɑ:.g.ju:/	Menentang
Encourage	Verb	/ɪn'kʌr.ɪdʒ/	Mendorong
Should	Modal Verb	/ʃʊd/	Harus
Manufactured	Verb	/mæn.jʊfæk.t̩.ʃə rd /	Diproduksi
Furthermore	Adverb	/fɜ:.ðə.mər/	Selanjutnya
Determine	Verb	/dɪ'tɜ:.mɪn/	Menentukan
Ensure	Verb	/ɪn'ʃʊ: r /	Memastikan

**B. Faculty of Health Science**

The honourable ....

The respectable....

All lecturers and administration staff of Muhammadiyah University of Ponorogo and all my friends from ....

Asslamualaikum Wr. Wb.

This day is very important because today the world pays tribute to all nurses who give their best every day to save lives and care of their patients. If it would not be for you it would be much more difficult to face the symptoms of a disease.

The nurses are women that give us a true vocation proper care in the moments that we require. This profession is one that requires more dedication. Thanks to these professionals we may feel relief when have some ailment. They are who assist doctors and patients to be more bearable to deal with a disease.

These professionals have vocation of service and whether in big cities or remote areas they are always present. They only have to calm and transmit that through a smile make us feel that everything will be better.

On this special day I wish to cordially greet all nurses who are gathered here today, they are great partners in the service provided in hospitals or clinics. You are who accompany patients and make them feel better. I wish you to have a great day.

That's all I can say in this good occasion. Thank you very much for your kind attention.

Wassalaamu'alaikum Wr. Wb

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### Glossary

Words	Part of Speech	Phonetic Symbol	Meaning
Accompany	Verb	/əkʌm.pə.ni/	Menemani
Ailment	Noun	/eɪl.mənt/	Penyakit
Assist	Verb	/ə.sɪst/	Membantu
Bearable	Adjective	/'beə.rə.bl/	Lumayan
Calm	Adjective	/kʌm/	Tenang
Care	Noun	/ker/	Peduli
Cordially	Adverb	/kɔr.dʒə.-li/	Dengan ramah tamah
Deal	Noun	/dɪəl/	Berurusan
Dedication	Noun	/ded.ɪkeɪ.ʃ ə n/	Dedikasi
Difficult	Adjective	/dɪf.ɪ.k ə lt/	Sulit
Disease	Noun	/dɪzɪz/	Penyakit
Doctor	Noun	/dʌk.tə-/	Dokter
Gathered	Verb	/gæð.ə r /	Berkumpul
Great	Adjective	/greɪt/	Besar
Here	Adverb	/hɪr/	Sini
Moment	Noun	/məʊ.mənt/	Saat
Patient	Noun	/peɪ.ʃ ə nt/	Sabar
Present	Noun	/prez. ə nt/	Menyajikan
Professional	Adjective	/prəfeʃ.ə n.əl/	Profesional
Proper	Adjective	/pra.pə-/	Tepat
Provide	Verb	/prəvaɪd/	Menyediakan
Relief	Noun	/rɪlɪf/	Bantuan

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Remote	Adjective	/rɪməʊt/	Terpencil
Require	Verb	/rɪkwaɪə r /	Memerlukan
Service	Noun	/sɜː.vɪs/	Layanan
Symptoms	Noun	/sɪmp.təm/	Gejala
Through	Preposition, adverb	/θru/	Melalui
Transmit	Verb	/trænzmit/	Mengirimkan
Tribute	Noun	/trɪb.jut/	Upeti
Vocation	Noun	/voʊ keɪ.ʃən/	Pekerjaan
Whether	Conjunction	/weð.ə r /	Apakah
Wish	Verb	/wɪʃ/	Ingin

### C. Faculty of Teacher Training and Education

The honourable ....

The respectable....

All lecturers and administration staff of Muhammadiyah University of Ponorogo and all my friends from ....

Asslamualaikum Wr. Wb.

Before I begin to give a speech, I would like to invite you to thank to Allah the Almighty, Who has given us Mercy and Blessing, so we can meet together in this blessing place. And also I don't forget to deliver sholawat and salam to our prophet Muhammad SAW, Who has brought us from the darkness to the brightness, so we are always in the right way.

Ladies and gentlemen

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It is a great honour for me, to stand right here in front of you all to give a speech about education under the title "What happen with our education?" in this National Education Day or HARDIKNAS.

To begin this speech, I would ask you two things about our education. What happen with our education?

Is our education well enough or bad enough if we compare with other country?

If you have ever heard about the news last year about our international education rank, you would be surprised. As quoted form Education for All (EFA) Global Monitoring Report 2011 which is published by UNESCO and launched in New York on Sunday, 1/3/2011, our international education rank is at 69th place from 129 surveyed countries all over the world. This rank is lower than in 2010.

It opens a question that runs in my head, what happen with our education?

Indonesia is a great country with many talented young generations. It was undoubted again that there are so many Indonesian students who win the international education Olympiads such as mathematics, chemical, physics and other. But why our international education rank is still low. So what happen with our education?

Our government had made some policies which relate to the improvement of our educational standard by improving the national examination (UN) standard which rise year by year. Our government also made an effort to

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improve our educational standard by improving the teachers' quality with a program which well known as "Sertifikasi". But why our education rank never changes. So what happen with our education?

Ladies and gentlemen

So what happen with our education?

But sooner I realize one thing. Our education rank actually depends on one thing, only one thing. Our education rank depends on us. Good or bad the education of the countries depends on their students. If we want to change our bad educational paradigm, let's begin by changing our perspective with the terms of education itself by keep trying, keeping studying, keeping innovating, and keeping inventing for sake of our education.

Not much that I can say today, just a few of words above that I can deliver to you at this moment, thank a lot for your attention and I also ask forgiveness for my mistakes, and the last I say:

Wassalamualaikum Wr. Wb.

### Glossary

Word	Part of Speech	Phonetic Symbol	Meaning
Actually	Adverb	/æk.tʃu.ə.li/	Sebenarnya
Almighty	Adjective	/ɔlmaɪ.ti/	Mahakuasa
Attention	Noun	/əten.tʃən/	Perhatian
Brightness	Noun	/brart.nəs/	Kecerahan
Brought	Verb	/brat/	Dibawa



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Change	Verb	/tʃeɪndʒ/	Perubahan
Chemical	Noun	/kem.i.kəl/	Bahan kimia
Compare	Verb	/kəmper/	Membanding kan
Darkness	Noun	/dɑːrkənəs/	Kegelapan
Depend on	Verb	/dɪpend/	Bergantung pada
Effort	Noun	/ef.-əʔt/	Upaya
Enough	determiner, pronoun , adverb	/ɪnʌf/	Cukup
Ever	Adverb	/ev.-əʔ/	Pernah
Examination	Noun	/ɪgzæm.ɪneɪ.ʃən/	Ujian
Forgiveness	Noun	/fə~gɪv.nəs/	Pengampunan
Generation	Noun	/dʒen.əreɪ.ʃən/	Generasi
Gentleman	Noun	/dʒen.tl̩.mən/	Pria
Great	Adjective	/greɪt/	Besar
Hear	Verb	/hɪr/	Mendengar
Improvement	Noun	/ɪmpruːv.mənt/	Perbaikan
Invite	Verb	/ɪnvaɪt/	Mengundang
Ladies	Noun	/leɪ.dɪz/	Wanita
Launch	Noun	/lɑːn tʃ/	Meluncurkan
Lectures	Noun	/lek.tʃə/	Perkuliahahan
Lower	Verb	/ləʊ.ə/	Menurunkan
Mathematics	Noun	/məθmət.ɪks/	Matematika
Mistakes	Noun	/mɪsteɪks/	Kesalahan
Moment	Noun	/moʊ.mənt/	Momen

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Much	Determiner	/mʌtʃ/	Banyak
Never	Adverb	/nev.ə r/	Tidak pernah
Olympiad	Noun	/oʊ lɪm.piəd/	Olimpiade
Paradigm	Noun	/pær.ə.daim/	Pola pikir
Perspective	Noun	/pəspek.tɪv/	Perspektif
Physic	Noun	/fɪz.ɪks/	Fisik
Policies	Noun	/pɑ.lə.sis/	Kebijakan
Prophet	Noun	/prɑ.fit/	Nabi
Publish	Verb	/pʌb.lɪʃ/	Mempublikasi
Quality	Noun	/kwɑ.lə.tɪ/	Kualitas
Quote	Verb	/kwout/	Mengutip
Realize	Verb	/ri.ə- laɪz /	Menyadari
Relate	Verb	/rɪleɪt/	Menghubung kan
Rise	Verb	/raɪz/	Meningkat
Year	Noun	/jɪə r/	Tahun
Sooner	Adverb	/sunər/	Secepat
Speech	Noun	/spitʃ/	Pidato
Such as	Determiner	/sʌtʃ/	Seperti
Surprise	Noun	/ sə-praɪz/	Kejutan
Survey	Noun	/ sɜ-veɪ/	Survei
Talented	Adjective	/tæl.ən.tɪd/	Berbakat
Undoubted	Adjective	/ʌndaʊ.tɪd/	Meragukan
Way	Noun	/weɪ/	Cara
Well known	Adjective	/wel.noun/	Terkenal
Would	Modal	/wəd/	Akan
Young	Adjective	/jʌŋ/	Muda

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### D. Faculty of Law

Honourable ones, our beloved English lecturer; Mr. Hasan and my beloved friends. In this golden opportunity, allow me to stand here in front of you all to deliver a brief speech about corruption.

Assalamualaikum Wr. Wb.

My dear friends

Corruption is a well-known word that everyone in this country knows exactly what it means and how cruel it is. Corruption is an action of stealing people money and their right of justice. It is stink and inhuman action. An action brings our country to the depths of poverty.

Corruption has become the biggest problem in our country, Indonesia needs immediate actions. Our country is weaken by it. It's like a virus which infects all sectors in the government; justice and civil service sectors.

Public may never forget of the recent corruption scandal that snares the leader of Constitutional Court or Mahkamah Konstitusi, Akil Mochtar. That scandal is like snaps us that even in legal constitution, corruption can still thrive. Not only that, other institution such as police and ministry institution which ought to protect and serve us were involved to corruption cases.

Poverty and social discrepancy are those of the effect of corruption. Money that should be given to erase poverty is corrupted for self advantages of certain persons. Justice that should be risen up is corrupted for self righteous of certain persons.

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My friends

Even though there is KPK which bravely wipe out the corruption in this country, we as smart generation shall prevent corruption happen in our future. Being honest is the key. Do and speak with honest will help us to maintain our country from the danger of corruption. Corruption must die!!!

Thank you for your attentions. The last I say:

Wassalamualaikum, Wr. Wb.

### Glossary

Words	Part of Speech	Phonetic Symbol	Meaning
Advantages	Noun	/ədvan.tɪdʒs/	Keuntungan
Allow	Verb	/əlaʊ/	Mengizinkan
Bravely	Adverb	/breɪv.li/	Dengan berani
Brief	Adjective	/brɪf/	Singkat
Certain	Adjective	/sɜːtən/	Tertentu
Civil	Adjective	/sɪv.əl/	Sipil
Constitution	Noun	/kənt.stɪtu-ʃən/	Konstitusi
Constitutional	Adjective	/kənt.stɪtju.ʃən.əl/	Konstitusional
Corruption	Noun	/kəɾʌp.ʃən/	Korupsi
Court	Noun	/kɔːt/	Pengadilan
Danger	Noun	/deɪn-dʒə/	Bahaya
Depths	Noun	/depθs/	Kedalaman

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Discrepancy	Noun	/diskrep.ənt.s i/	Perbedaan
Erase	Verb	/ɪreɪs/	Menghapus
Inhuman	Adjective	/ɪnhju.mən/	Kejam
Involved	Adjective	/ɪnvɒlvd/	Terlibat
Justice	Noun	/dʒʌs.tɪs/	Keadilan
Maintain	Verb	/meɪntem/	Mempertahankan
Ministry	Noun	/mɪn.ɪ.stri/	Kementerian
Opportunity	Noun	/ɑ.pə.tu.nə.tɪ/	Kesempatan
Ought to	Modal Verb	/ɔt.tʊ/	Harus
Police	Plural noun	/pəlis/	Polisi
Poverty	Noun	/pɑ.və.tɪ/	Kemiskinan
Prevent	Verb	/prɪvent/	Mencegah
Righteous	Adjective	/raɪ.tʃəs/	Adil
Scandal	Noun	/skæn.d ə l/	Skandal
Snaps	Verb	/snæps/	
Snares	Noun	/sner/	Jerat
Stealing	Verb	/stɪlɪŋ/	Pencurian
Stink	Verb	/stɪŋk/	Bau
Those	Determine Pronoun	/ðoʊz/	Itu
Thrive	Verb	/θraɪv/	Berkembang
Us	Pronoun	/ʌs/	Kami
Weaken	Verb	/wi.kən/	Melemahkan
Wipe out	Verb	/waɪpaʊt/	Memusnahkan

**E. Faculty of Political and Social Science**

Excellency the Rector of Muhammadiyah University of Ponorogo Bpk. Drs. H. Sulton, M.Si

Honourable the Dean of Social and Political Science Faculty Bpk. Drs. Jusuf Harsono, M.Si

Respectable all of the lectures of Social and Political Science Faculty

And all beloved audiences

Assalaamu'alaikum Wr. Wb

First of all, let's say our gratitude to Allah SWT who has given us mercy and blessing so that we can gather here without any obstacles. Secondly, Peace and Salutation may be upon our Prophet Muhammad SAW who has guided us from the darkness into the lightness. Hopefully with our *shalawat* we will get his help at the end of the day later.

I am Rani, and I stand in front of all of you to talk about "Corruption".

Ladies and gentlemen,

Indonesia is a vast and beautiful land, however the beauty and the goodwill of this great nation gets spoilt with the kind of corruption that is happening in Indonesia. Almost in every sector, one could find corruption happening and corrupt people growing in great abundance day by day. Money and power has ruled men and it has come to a stage where if common man needs any kind of help from the government sector or business arena, you too have to end up taking the corrupt route. For any kind of things to happen, one has to know the back door and spend great amounts of money to get the work done.

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Ladies and gentlemen,

In every sector bureaucrats and politicians influence with power and money in such a manner that even the talented and most efficient people in the respective sectors would not be surviving or recruited for that matter. The work efficiency also gets corrupted and altered as per the interests of the people in power.

Corruption starts at the higher levels and it carries its way to the lowest levels too. From the senior officer to the junior officers, even to the clerks, one would find corrupted people and the common man would find it difficult to bypass and get his things done.

Now this does not happen only in the sophisticated cities, but throughout the nation. Villages and towns are all a part of these games and it is the common man who gets affected from these dirty games.

My beloved audiences,

The heights of corruption has reached to a very great extend where there are no proper laws to bring an end to these corrupt people. Because of the highly corrupt people who just would do anything for money, it has become very difficult for the common man or the righteous to survive. They are taken for granted and hence taken for a ride.

This has to come to an end and we need to reach a situation where every Indonesian should feel and say that they are living in a corrupt free land and be proud of it.

I think that is all I can say at this occasion

Thank you for your attention

Wassalaamu'alaikum Wr. Wb



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### Glossary

Word	Part of Speech	Phonetic Symbol	Meaning
Excellency	Noun	/ˈek.s ə l.ənt .si/	Yang Mulia
Honorable	Adj	/ˈɑː.nə-r.ə.bl/	Yang terhormat
Respectable	Adj	/rɪˈspek.tə.bl/	Yang kami hormati
Mercy	Noun	/ˈmɜː.sɪ/	Rahmat
Blessing	Noun	/ˈbles.ɪŋ/	Berkah
Salutation	Noun	/ˌsæl.jʊˈteɪ.ʃ ə n/	Salam
Guide	Verb	/gaɪd/	Membimbing
Vast	Adj	/væst/	Sangat Luas
Goodwill	Noun	/ɡʊdˈwɪl/	Tujuan yang baik
Spoil	Verb	/spɔɪl/	Merusak
Abundance	Noun	/əˈbʌn.d ə n t s/	Berlimpahan
Bureaucrat	Noun	/ˈbjʊr.əkræt/	Birokrat
Politician	Noun	/ˌpɑː.lətɪʃ. ə n/	Politisi
Alter	Verb	/ˈɑːl.tʃə/	Merubah
Clerk	Noun	/klɜːk/	Pramuniaga
Sophisticated	Adj	/səˈfɪs.tɪ.keɪ.tɪd/	Canggih/ maju
Extend	Verb	/ɪkˈstend/	Menjangkau
Righteous	Adj	/ˈraɪ.tʃəs/	Berbudi

**F. Faculty of Islamic Studies**

Assalamu'alaikum Wr. Wb.

The Honourable Mr. Ahmad as the Chief of Islamic Studies Department

The Honourable all Lecturers and administrative staffs of Muhammadiyah University of Ponorogo and all of my beloved friends.

First of all, let us say thanks to Allah SWT who has given his grace and guidance so that we can live in this world and still be given a chance to celebrate ISRA MI 'RAJ today and also let us convey prayers and greetings to our great Prophet Muhammad SAW that has brought us to blessed religion that is Islam.

Ladies and Gentlemen,

On this nice occasion I will deliver a short speech in commemoration of Isra and Mi'raj of Prophet Muhammad SAW so that we as servants of God will always endeavour and try to improve our life and faith as possible and we can feel the happiness of life in this world or in hereafter later.

Ladies and Gentlemen,

Rajab month is a very historic month for Muslims because there is an important and remarkable event for the Muslim all over the world. In 27th Rajab, our Prophet Muhammad SAW was transported by Allah SWT from the Al Haram Mosque in Mecca to the AL Aqsa Mosque in Jerusalem that called as Isra and then up to the seventh heaven called as Mi'raj. This event runs on shortly in one night. It is also described in the Qur'an Surah Al-Isra'

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paragraph 1, which said: *Limitless in his glory God, who has transported his servant on a night from the Sacred Al Haram Mosque [at Mecca] to the Al Aqsa Mosque [at Jerusalem] which we have blessed around it so we showed him some of our signs (greatness). He is the All-Hearing, All-Seeing* [Surah Al- Isra': 1].

Surah above explains that as Muslim we should trust and believe in the greatness of Allah SWT that surpasses anything that is not able to be done by anyone except him because Allah SWT is Almighty in the universe and only him. If you think logically, the trip was not possible happened because of the long distance between Mecca and Jerusalem. Even, the incident will not occur in modern age now where the technology of transportation has been sophisticated. Nevertheless, By Allah SWT's will that can be happened.

Ladies and Gentlemen,

On a trip of Isra Miraj, Allah SWT commanded our Prophet Muhammad SAW and all his people to pray 5 times a day. Therefore, if we really believe in Allah and his prophet, we must carry out pray according to Allah's command because prayer could prevent us from cruel and evil deeds. Moreover, prayer can bring us to enter his heaven.

Ladies and Gentlemen

Let us take a lesson from this incident that Allah SWT is almighty god in universe. And let us keep our faith by always believing in Allah SWT as our God and Prophet

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Muhammad as his messenger. Therefore, we should utilize the rest of our lives as the best as we can by doing a lot of good deeds and keeping away from all restrictions.

Ladies and Gentlemen

That was short speech which I can convey today. Hopefully what I've said can be useful for us. May we always be given grace and guidance by Allah SWT Amen

Thanks for your attention

Wassalamualaikum wr. Wb

### Glossary

Words	Part of Speech	Phonetic Symbol	Meaning
Above	Adverb, preposition	/əbʌv/	Atas
According	Preposition	/əkər.dɪŋ/	Menurut
Believe	Verb	/bɪlɪv/	Percaya
Believing	Verb	/bɪlɪvɪŋ/	Percaya
Blessed	Adjective	/blest/	Diberkati
Brought	Verb	/brat/	Membawa, dibawa
Carry out	Verb	/ker-.i.aʊt/	Bawa
Celebrate	Verb	/sel.i.breɪt/	Merayakan
Chance	Noun	/tʃʌn t s/	Kesempatan
Command	Noun	/kə mænd/	Perintah
Commanded	Verb	/kə mændɪt/	Memerintahk

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			an
Commemoration	Noun	/kəmem.əreɪ.ʃ ə n/	Peringatan
Convey	Verb	/kənveɪ/	Menyampaikan
Cruel	Adjective	/kroʊəl/	Kejam
Deeds	Noun	/di:ds/	Perbuatan
Done	Verb	/dʌn/	Selesai
Endeavor	Verb	/endev.ə r/	Berusaha keras
Event	Noun	/ɪvent/	Peristiwa
Evil	Adjective	/i.vəl/	Jahat
Except	Preposition, conjunction	/ɪksept/	Kecuali
Faith	Noun	/feɪθ/	Iman
Glory	Noun	/glɒr.i/	Kejayaan
God	Noun	/gʌd/	Allah
Grace	Noun	/greɪs/	Rahmat
Greatness	Noun	/greɪt.nəs/	Kebesaran
Guidance	Noun	/gaɪ.d ə n t s/	Bimbingan
Happiness	Noun	/hæp.i.nəs/	Kebahagiaan
Hearing	Noun	/hɪr.ɪŋ/	Pendengaran
Heaven	Noun	/hev. ə n/	Surga
Hereafter	Adverb	/hɪræf.tə-/	Selanjutnya
Hopefully	Adverb	/ hoʊp.f ə l.i/	Semoga
Incident	Noun	/ɪn t .sɪ.d ə nt/	Kejadian
Limitless	Adjective	/lɪm.ɪt.ləs/	Tak terbatas
Logically	Adverb	/lədʒ.ɪ.kli/	Logikanya

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Mecca	Noun	/mek.ə/	Mekah
Modern	Adjective	/mɑ.də-n/	Modern
Month	Noun	/mʌn t θ/	Bulan
Mosque	Noun	/mask/	Mesjid
Nevertheless	Adverb	/nev.ə.ðəles/	Namun
Prevent	Verb	/prɪvent/	Mencegah
Religion	Noun	/rɪlɪdʒ. ə n/	Agama
Remarkable	Adjective	/rɪmɑ.kə.bl/	Luar biasa
Restrictions	Noun	/rɪstrɪk.ʃ ə n/	Pembatasan
Sacred	Adjective	/seɪ.krɪd/	Suci
Servant	Noun	/sɜ.v ə nt/	Pelayan
Shortly	Adverb	/ʃɔrt-li/	Segera
Sophisticated	Adjective	/səfɪs.tɪ.keɪ.tɪd/	Mutakhir
Surpasses	Verb	/sə-pæsɪs/	Melebihi jumlah
Therefore	Adverb	/ðer.fər/	Karena itu
Universe	Noun	/ju.nɪ.vɜs/	Alam semesta
Utilize	Verb	/ju.-tʌ l.aɪz/	Memanfaatkan
World	Noun	/wɜld/	Dunia

### G. Faculty of Economic

Honourable the Chief of the Committee

Honourable the adjudicators

And all beloved audiences

Assalaamu'alaikum Wr. Wb

First of all, let's say our thanks to Allah SWT who

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has given us mercy and blessing so that we can gather here safely. Secondly, Peace and Salutation may be upon our Prophet Muhammad SAW who has guided us from the darkness into the lightness. Last but not least I would like to say thank you to the committee for giving me opportunity to speak in this event.

I am Jenifer and I will deliver my speech entitled “The Global Economy”

Ladies and gentlemen,

It is a widely accepted view that globalization would not only gives benefit to all countries across the world but would also work towards the improvement of the economy as a whole. Globalization was not only loosed of boundaries of each country but associated with many complex things in a country including economic. A global economy is characterized as a world economy with a unified market for all goods produced across the world. It thus gives domestic producers an opportunity to expand and raise capacity according to global demands. Likewise, it also provides an opportunity to domestic consumers to choose from a vast array of imported goods. A global economy aims to rationalise prices of all products globally.

While a global economy or globalization has the distinct advantage of raising world productivity and incomes and bringing about an improvement in the standards of living for all people at a global level, it has the dangerous side effect of growth with inequality. This has been evidenced in the less developed economies of

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India, China and Brazil where the benefits of globalization have not percolated to the lowest levels. This has brought about a wide divide between the have-nots and the have-lots.

A Global Economy also leads to a shifting of jobs from the developed countries to the Third World Countries as wage rates are much lower here. This allows companies of the advanced nation to grow exponentially. For example, we might find computer chips produced in China be exported to USA for designing which may be subsequently used in Japanese computers supplied across the world. This process is called “outsourcing” and leads to exploitation of workers in Third World economies where income inequalities already exist.

The last, nonetheless, a global economy may be beneficial for the world at large. This may result in the economies of the world fighting issues such as global warming or climate change.

That is all I can say. Thank you for your kind attention.

Wassalaamu'alaikum wr. Wb

### Glossary

Word	Part of Speech	Phonetic Symbol	Meaning
Boundaries	Noun	/'baʊn.də'r.i/	Batasan
Unified	Adj	/'ju:.ni.faid/	Mempersatukan
Domestic	Adj	/də'mes.tɪk/	Dalam negeri



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Array	Noun	/ə'reɪ/	Susunan/ pameran
Aim	Verb	/eɪm/	Bertujuan
Percolated	Verb	/'pɜːl.ə.leɪt/	Menepis
Developed	Adj	/dɪ'vel.əpt/	Berkembang
Shift	Verb	/ʃɪft/	Berubah
Wage	Noun	/weɪdʒ/	Upah
Advanced	Adj	/əd'væn t st/	Maju
Outsourcing	Noun	/'aʊt,sɑː.sɪŋ/	
Beneficial	Adj	/,ben.ɪ'fɪʃ. ə l/	Bermanfaat
Benefit	Noun	/'ben.ɪ.fɪt/	Manfaat

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