

Formal Speech



(1) Conversation

How to make a formal speech

DONNA: Our keynote speaker is a man who I'm sure is very well known to all of you. He's Professor of Fruitology at Dubbo University and has written many books on the subject of tropical fruit.

So without further ado, I'd like to introduce our keynote speaker, Doctor Victor Manetta.

VICTOR: Thank you Donna.

The Honourable Julia Bryne, Minister for Trade, Professor Dan Daily, Professor of Economics at Wagga University, distinguished guests, ladies and gentlemen.

Today's topic 'why bananas are bent' is a very significant one in terms both of international trade, and culture.

In thinking about the topic, I felt it would be appropriate to address briefly the history of bananas and banana farming, the many qualities of bananas, both positive and negative, and of course examine the uses of the banana.

But first let me tell you a story about a banana.

"Ladies and gentlemen, I hope I've been able to clear up a few misconceptions, and leave you with some new ideas about how we might view bananas in the future.

We've seen, in looking at their history, that bananas have a significant role in many cultures.

I've also noted their positive nutritional qualities.

And in addressing the main question, why bananas are bent - we've learned that the reasons are many and complex."

"Madam Chair, thank you for the opportunity to address the conference today, and thank you ladies and gentleman for your kind attention."

Making a formal speech to an audience is a scary thing for many people - even more so if it's in a language that is not your first language.

What are the things you can do to prepare a formal speech in English? First of all, let's look at the structure of the speech.

In a formal situation, like a keynote address, the speaker will be introduced by someone else.

"Our keynote speaker is a man who I'm sure is very well known to all of you. He's Professor of Fruitology at Dubbo University and has written many books on the subject of tropical fruit."

When introducing a speaker, research their background and accomplishments - that is, the important things they've done, such as books they may have written, important positions they've filled, and of course their proper title or qualifications, such as Professor.

(2) Activity 1

Writing

Write your own speech, record your voice and send the audio file to your coach via email or skype.