

How to make a speech

In this lesson you will learn language for making a short speech at a social function.

Starter

- 1 When did you last hear a speech? Who gave it? What was the occasion?
- 2 In your opinion, what makes a good speech?



Expressions

- 1 Arrow Holidays is a travel agency in the south of England. The agency always organizes a dinner for branch managers at the end of their peak season. Helen Willis, the managing director, makes a short speech before the dinner. Listen to the first part. What's the first point she makes?
- 2 Listen to the second part of her speech. Mark the sentences true (T) or false (F).
 - 1 Arrow Holidays had made a mistake with some flight reservations.
 - 2 Part of Deborah's job is to accompany holiday-makers to the airport.
 - 3 Helen admires the way Deborah handled the situation.
- 3 Listen again to the second part of Helen's speech. Number the words in the order Helen mentions them, and then retell the story.

- | | | | |
|---|-------------|---|------------|
| a | 1 Mallorca | g | agent |
| b | Heathrow | h | notified |
| c | overbooked | i | such story |
| d | appreciated | | notice |
| e | gate | j | lose |
| f | all of | | one day |
| | Saturday | | |

Speaking

- 1 Describe to your teacher the different social or professional occasions when speeches are made in your country.
- 2 You are a manager in a large company. Your assistant, Mae Itou, is leaving the company to start a new job. Study your notes below and then make the speech at her farewell party.

Mae - joined company 11 years ago
 First laboratory technician / assistant 5 years ago
 Pleasant, hard-working / excellent colleague
 Important role in new product development - last 2 years
 Sorry see her leave / wish all best new job
 Gift / company + thank / propose a toast

Language box

The modal verbs *must*, *could*, *might*, and *should* are used with *have* + past participle to express several different concepts about the past.

Must is used to express a logical deduction about a past action or event:

He finished all the work in just three hours.
 He **must have worked** quickly.

Note the opposite of *must* in this sense is *couldn't* (or *can't*):

The documents **couldn't have been** delivered yesterday. The office was closed.

Could (or *may*) is also used to express a possible reason or cause of a past action:

The damage **could (may) have been** the result of poor maintenance. (= strong possibility)

- 4 Put the following words in the correct order to make expressions that Helen uses in her speech. Then listen to the complete speech again to check your answers.

Extract 1

- just / attention / a / have / could / your / second / for / I?
- try / be / I / brief / can / to / as / I'll / as.
- company / congratulate / the / behalf / you / like / all / on / I'd / to / of.
- bear / while / with / please / short / for / me / a.

Extract 2

- as / saying / was / well / I
- bring / an / speech / to / end / so / my / to.
- being / and / you / patient / so / attentive / thank / for / everyone.
- I'd / proposing / like / toast / by / to / end / a.

Might (or may) is used when there is more doubt or uncertainty:

Who knows what might have happened?
(= number of possibilities)

They may have phoned when I was out.
(= I have no idea if they did)

Should is used to express an event that was scheduled but didn't happen:

They should have been here hours ago!

or when a possibility existed but wasn't taken advantage of:

She should have asked for help earlier.

or when something happened which is difficult to understand:

There shouldn't have been any problems with the installation. It's usually easy.

Hint

We sometimes add and stress the word **well** after **could** or **might** to emphasize the possibility of something in the past:

He **could well** have forgotten the meeting.
(= it's very likely that this has happened)

The documents **might well** have got lost in the post.

Writing

- You work in HR and one of your jobs is to choose the 'Employee of the Month' and then present the award, making a short speech. Look at the extract from the email recommending someone for this award.

Last Friday we received a complaint from a client about delivery of the wrong components. Normal procedure is to send the correct components the next working day – in this case the following Monday. Instead, Jean stayed on until 21.30 on Friday getting the order ready. On the Saturday morning (in his free time) he drove his own car 100 km to the client's factory and made the delivery before 9.00. The client has since promised to increase his orders.

- You decide to choose Jean as 'Employee of the Month'. Prepare some short notes for your speech using information from the email.
- You feel nervous about making the speech from your notes. You decide to write out your short speech to thank Jean for what he did, using language from Expressions and the Language box.

Look

Look at listening script 26.2 on page 133. Find and underline examples of phrases using modal verbs with **have + past participle**.

Lesson record

3 new words from this lesson

3 useful phrases from this lesson

- | | |
|---------|---------|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |

Things to remember

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