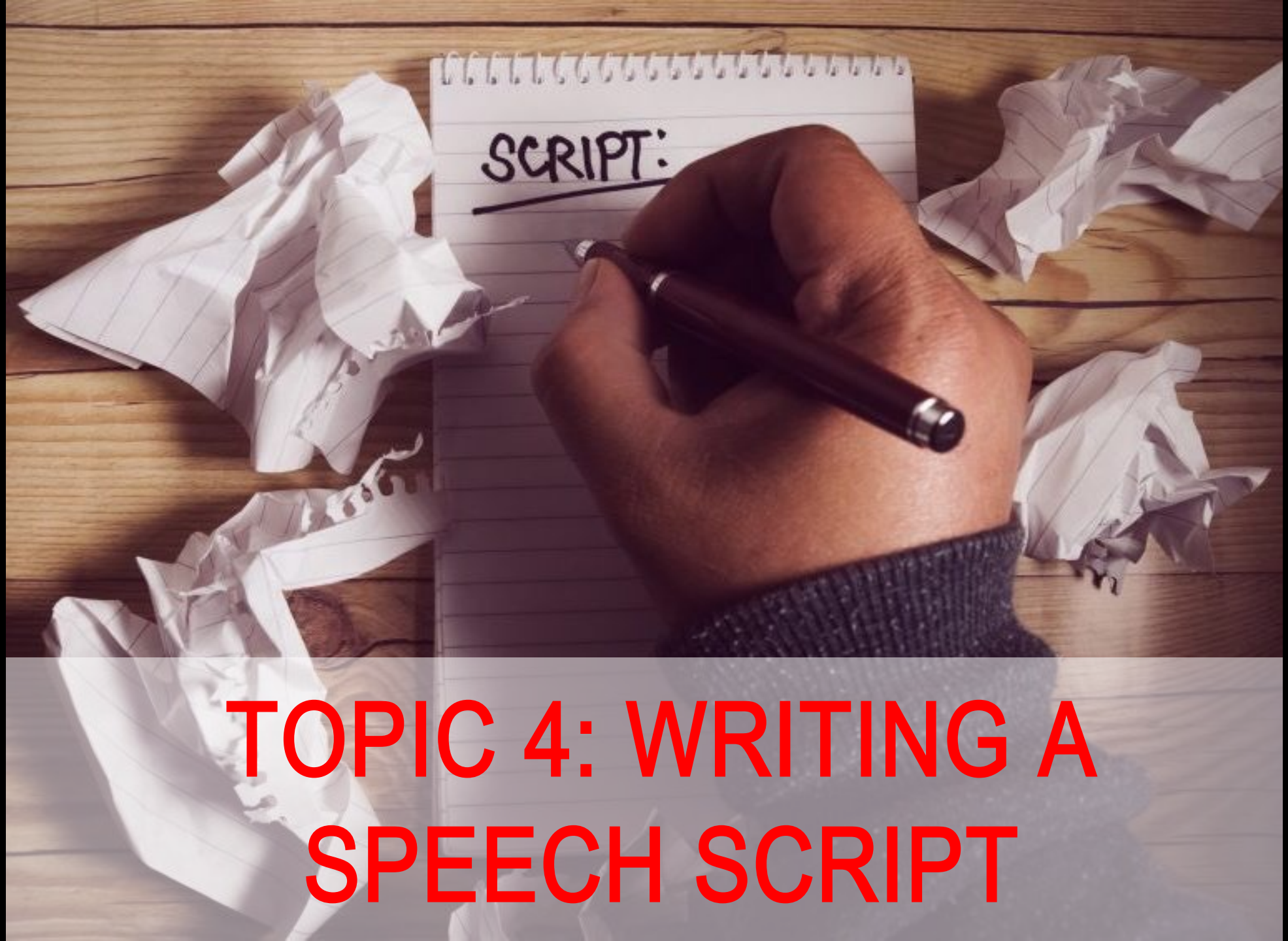
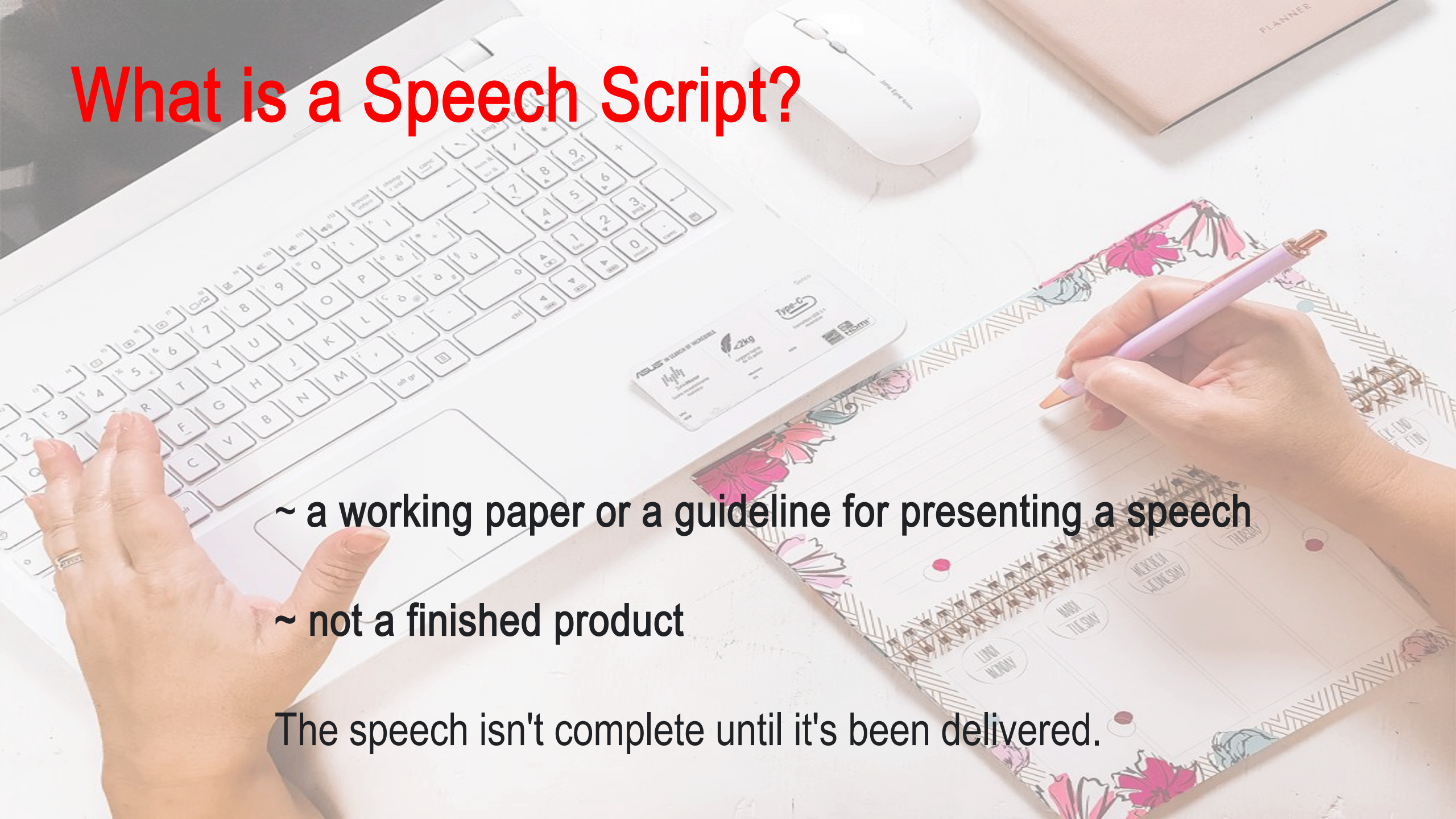


TOPIC 4: WRITING A SPEECH SCRIPT

What is a Speech Script?



~ a working paper or a guideline for presenting a speech

~ not a finished product

The speech isn't complete until it's been delivered.

decide what's relevant

- self-introduction
- work-related interests
- career goals
- training background
- vision
- what makes me unique
- conclusion

Write the Thai meaning next to the words.

straightforward intro

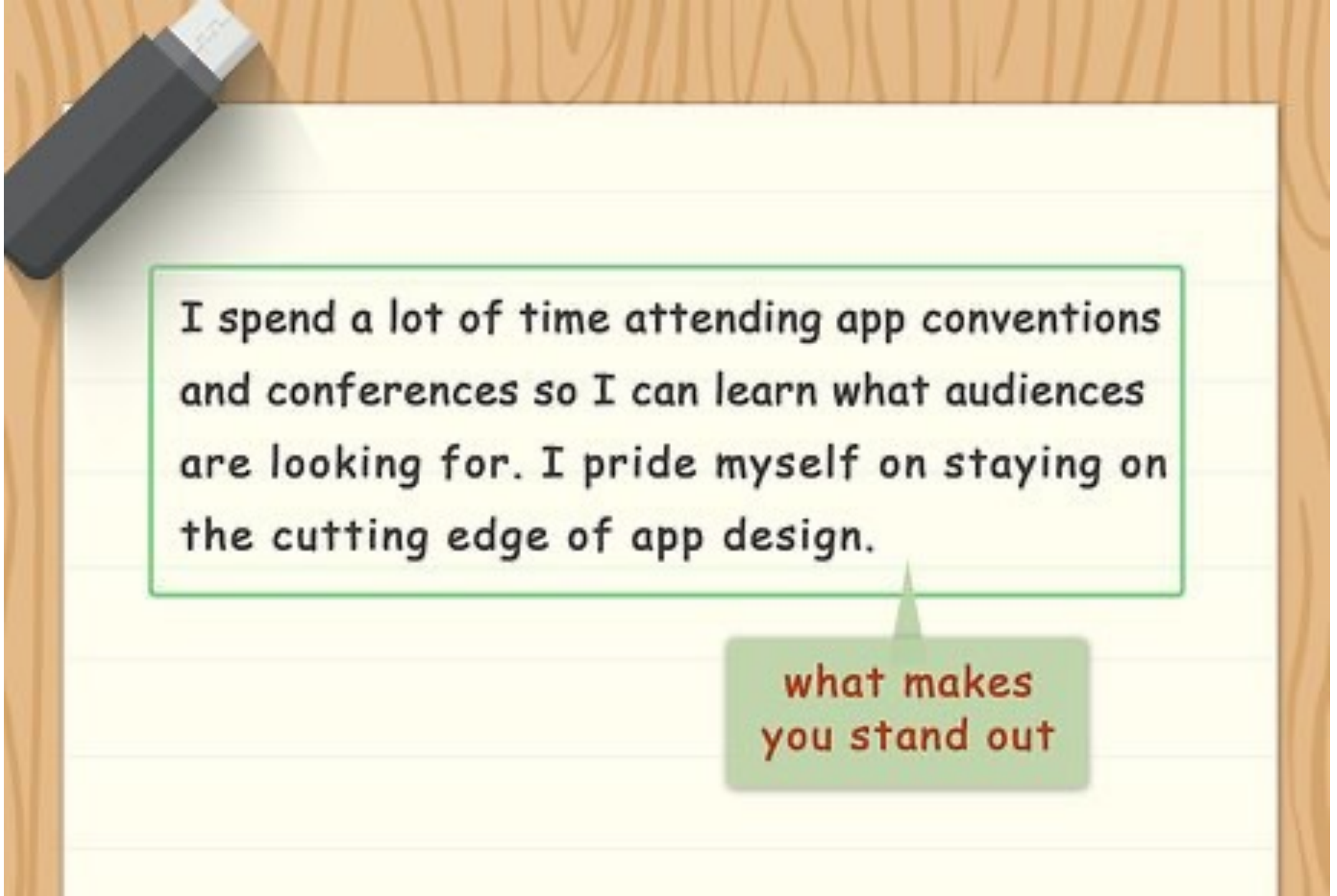
Good morning! My name is Deshawn Smith, and I am a computer programming student at the University of Arkansas. I am working on an app that allows people to order pizza from their Twitter account. This is the fifth app I've designed. My second app, which helped people locate dog parks near them, won an award at my university.

interests & career goals

relevant background

mention hobbies, interests or skills

I am skilled in planning, designing, developing, implementing, debugging and troubleshooting mobile applications using Android.


I spend a lot of time attending app conventions and conferences so I can learn what audiences are looking for. I pride myself on staying on the cutting edge of app design.
what makes you stand out

Because of my background in app writing and my extensive network of professional connections, I have a strong grasp of what today's young professionals are looking for. My apps offer convenience and immediate gratification.

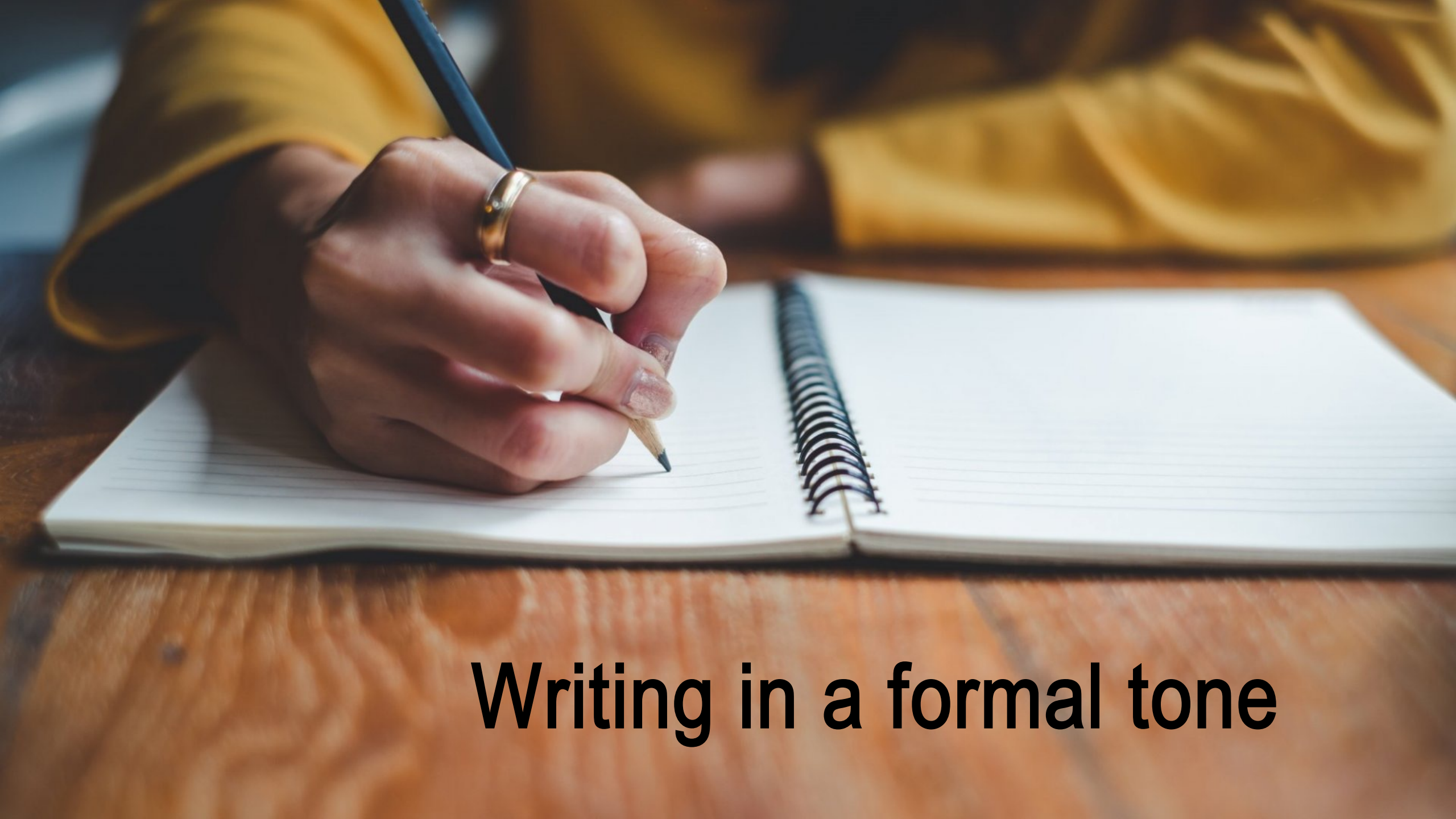
sell yourself

Writing in a friendly tone

purpose: personal introduction

My name is Betty Smith and I turned 90 years old yesterday. I was born and raised in Washington, D.C. but moved here to Cardiff thirty years ago with my family. I have dedicated my life to helping others. For 35 years I was a professional nurse at the county hospital. ...

tone: friendly



Writing in a formal tone

Example Script for Presenter

Part 1: Before Presenting the Content

Greeting	Good morning, ladies and gentlemen Assalamualaikum wr.wb. It's an honor for me today to stand in front of you to deliver a presentation.
Topic	The topic of my presentation is....(topic/title)...
Background	As we know that ...(background)...
Objective	Hopefully, the presentation will .....(objective).....
Outlining	In this presentation, I will cover three main points, first... second... and third...
Conclusion	So that would be the overall structure of my presentation, and now let's move on to the first point.
Presentation time	First, I would like to talk about .....

.....PRESENTING THE CONTENT .....

Individually, in pair or group, write a self-introduction speech script that is not more than 3 minutes. Present it in class.

CONCLUSION

1. What is a Speech Script
2. How to write a Speech Script

Thank you