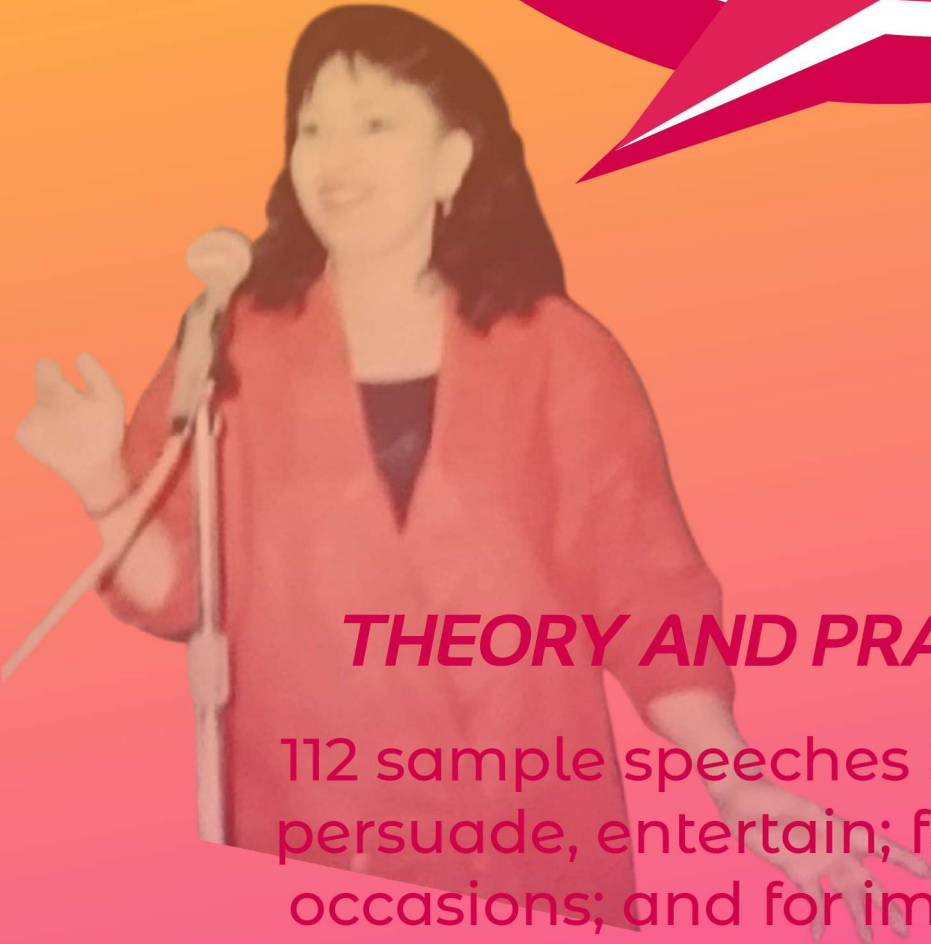


A woman with dark hair, wearing a red blazer, is speaking at a podium with a microphone. She is gesturing with her hands. The background is a gradient of orange and yellow with white curved lines.

SPEAK

TO CONQUER

THEORY AND PRACTICE

112 sample speeches to inform,
persuade, entertain; for special
occasions; and for impromptu
sessions

DR ELIZABETH JAYA JOSEPH

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ABOUT THE AUTHOR



Dr. Elizabeth J. Joseph (PhD) was a secondary school teacher of History and English and a federal school inspector of History. She obtained a Bachelor in Arts (History - Honours) degree and has a Diploma in Education as well as a Diploma in Teaching English as a Second Language (TESL). She also obtained a Master's degree in English as a Second Language (MESL) and a Doctoral degree in Educational Psychology in the area of creativity. All her diplomas and degrees were obtained from the University of Malaya, in Malaysia. She is a certified trainer in creativity.

Her professional career includes teaching in public schools, inspecting public and private educational institutions and lecturing in colleges, institutions and universities both public and private in Malaysia.

Over the years she has taught proficiency in the English language, English Literature, Business English, Business Communication, English for management, Speech communication, Public-speaking skills, Personal development and Critical/Creative thinking. She has also been involved in teacher training programs and syllabus design. She has conducted seminars and workshops on public speaking skills, creativity, thinking skills, motivation, mind-science principles and study skills.

She has contributed a number of articles to the local newspapers, magazines, and journals. She was a member of Toastmasters International, Mind Science Association and Scrabble Association of Malaysia. She has participated in many Scrabble Competitions in Malaysia.

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Mr Subramaniyan had contributed a number of speeches to be used as sample speeches in this e-book that were delivered at Toastmaster's meetings, especially during competitions.

A heart-felt thank you.

FOREWORD

The author Dr. Elizabeth Jaya Joseph has used her expertise and experience in public speaking to come up with this book entitled, "Speak to Conquer." She must be commended for her initiative in wanting to reach out to others who would like to conquer their fears of speaking in public and become confident speakers.

This book will no doubt serve as a useful tool for all who are interested in enhancing their public speaking abilities. As we are aware, public speaking skills are paramount in all areas of life and whether you are a student, teacher, academician, professional, businessman, corporate leader, or politician, you can benefit from this book. In this global era of rapid communication, public speaking skills can improve our chances of success and our relationship with others.

The book covers the fundamentals of public speaking in a comprehensive, concise, and easy-to-read format that does not overwhelm the reader. The organization of the different aspects of communication, especially Part One through Part Five, is meticulously handled. The memory aids, A-Z of tips, highlights of public speaking, remedies for bloopers, checklists, poetic power, and quotable quotes in Part Eleven are unique features. The author even encourages readers to use short poems to enliven speeches.

What I find to be really interesting and novel about this book compared to other public speaking books, is that it has a vast spectrum of sample speeches that cover all the main kinds of speeches such as speeches to inform, persuade and entertain. It also covers speeches for special occasions and impromptu sessions that can have an impact on the audience. Reading the speeches is not only a delight but also tells us indirectly the way to write good speeches that can have an impact on the audience.

This book will be a useful guide for training people who are interested in improving their public speaking skills and who want to become confident, eloquent and effective speakers. I urge all interested readers, both aspiring and veteran speakers, to read this book as it can help in personal and professional growth.

Professor Dr. Ananda Kumar Palaniappan
Former lecturer, Faculty of Education
University of Malaya
(ananda4989@gmail.com)
or ananda4989@yahoo.com)

REVIEWS

“This book is a very thorough guide to all students studying communication skills as well as to those who are already involved in public speaking. The chapters are arranged in a logical sequence to cover a wide range of topics. The best part of this book is the variety of sample speeches with local flavour. This is a book written by an experienced public speaker who has a passion for the subject and has compiled considerable useful material which can benefit a wide range of readers.”

Dr. Devikamani Menon
Former Senior Lecturer
Faculty of Languages & Linguistics
University of Malaya
Kuala Lumpur, Malaysia

“Speak to Conquer is an excellent and handy guide for students, teachers and others who has to make presentations in public. The Malaysian examples of the speeches serve the local cultural needs of the public. A must read for those aspiring to be effective speakers.”

Dr. Kiranjit Kaur
Associate Professor
Faculty of Communication & Media Studies
Universiti Teknologi MARA
Selangor, Malaysia

“Speak to Conquer is an ideal book for individuals who want to enhance their public speaking skills and impress their listeners. A ‘must-have book in one’s collection.”

Dr. Logeswary Doraisamy
Former Principal Assistant Director
Inspectorate and Quality Assurance
Ministry of Education
Putrajaya, Malaysia

“Most people need to speak in public when the need arises. This thorough and meticulously conceived book can definitely help anyone wanting to acquire public speaking skills.”

Dr. Patrick Navin Sargunam
Medical Officer
Department of Obstetrics & Gynaecology
Hospital Klang
Selangor, Malaysia

PREFACE

Acquiring public speaking or speech communication skills is not an option in a borderless world of ours where communication and interaction are increasingly becoming important. It's a necessity. Whether we're in academic institutions or in the workforce, as long as there's a need to communicate with people there'll be a need for public speaking skills. The ability to speak convincingly is crucial in most professions and is not limited to orators and debaters. The need for effective speaking skills will be felt by most of us now and then, in our lives especially when we attend job interviews, make oral presentations, and vie for promotions. For those in leadership positions, effective communication is paramount, for the ability to speak well is a mark of good leadership. The benefits of being a successful public speaker are immense and the good news is that public speaking skills and techniques can be studied, acquired and polished.

Going through books available on public speaking, I've realized that there're a number of books that exalt the importance of public speaking, teach ways to enhance speaking skills and show the route to effective public speaking. But these books provide only a few sample speeches for aspiring speakers to emulate and learn. Ample sample speeches on various topics and themes are just as important as telling people about principles and procedures of effective public speaking. Thus, this book was conceived to fill the gap in public speaking books currently available. It's a book that not only covers the essential principles, skills, and techniques of public speaking but it's also a compendium of sample speeches that can be a springboard from which aspiring speakers can work on their own speeches. Veteran public speakers too will find this book refreshing and timely. This book covers the main types of speeches, namely, speeches to inform and convince; persuade and inspire; as well as entertain and humor. It also covers speeches for special occasions and for impromptu sessions.

Every sample speech in this book adheres to a proper structure. It has a topic or theme and starts with a stimulating introduction to get the attention of the audience from the start. This is followed by a systematically structured body of the speech that develops the central idea with a number of main points. These points are supported with explanations, examples, illustrations, analogies, quotations, testimonies, and statistics to drive the message home. Finally, there's a thought-provoking conclusion that can leave a lasting impression. The sample speeches are mainly narrative, descriptive, and expository accounts on subjects of interest.

The principles, guidelines, and tips in this book together with the variety of sample speeches will appeal to youths and adults from all levels of society who have the common aim of wanting to speak more effectively, becoming empowered individuals, and desiring to spread their ideas and influence through their oratorical skills.

INTRODUCTION

THANK YOU AND CONGRATULATIONS ON GETTING THIS BOOK

YOU HAVE TAKEN THE FIRST STEP BUT HOW CAN YOU BENEFIT FROM THIS BOOK?

OF COURSE BY BEING P-R-E-P-A-R-E-D

PREPARE:

Prepare mentally and emotionally by telling yourself that by reading this book you'll stand to gain immensely. The route to success in any endeavour is by being prepared.

READ:

Read thoroughly every chapter in this book with understanding. Internalize every idea that you feel is new but essential.

ENUMERATE:

Enumerate all the important points that you'll like to remember, and review them now and then.

PRACTICE:

Practice using all the important points gathered in a conscious manner at every chance or opportunity you get to speak in public.

APPLY:

Apply all the skills and techniques learnt constantly and consistently till they become second nature to you.

REAP:

Reap the rewards of your efforts and let that spur you to greater heights in public speaking.

EVALUATE:

Evaluate yourself after every speech assignment. In this way you'll improve tremendously.

DARE:

Dare to excel and be a confident, competent, and charismatic public speaker. Challenge yourself and soar like Johnathan Livingstone Seagull.

***"HAVE THE DESIRE, FAITH, AND EXPECTATION
TO BE A PUBLIC SPEAKER PAR EXCELLENCE"***

CONTENTS	PAGE
Intellectual Property Corporation, Malaysia	3
Author	4
Acknowledgement	5
Foreword	6
Reviews	7
Preface	8
Introduction	9
 PART ONE	
Public Speaking is Communication	
Overview	16
A brief history of public speaking	17
The importance of public speaking	19
Go for public speaking	22
The eight beatitudes of public speaking	23
 PART TWO	
Dual Aspects of Communication	
Overview	25
Communication	26
Verbal Communication	29
Topic and purpose	30
Audience	31
Research	33
Structure	34
Language	36
Practice and presentation	38
Non-verbal Communication	40
Kinesics	41
Proxemics	43
Haptics	43
Chronemics	43
Apparel and artefacts	44
Paralinguistics	44

PART THREE

Challenging Aspects of Communication

Overview	46
Conquering stage fright	47
Telling stories	50
Incorporating humour	53
Propping the speech	55
Handling questions	57
Dealing with the media	59

PART FOUR

Indispensable Aspects of Communication

Overview	61
Listening attentively	62
Writing effectively	64
Utilizing effective pauses	67
Employing organizational patterns	68
Inserting speech transitions	70
Using figures of speech and structure	72

PART FIVE

Main Types of Speeches

Overview	75
Speeches to inform and convince	76
Speeches to persuade and inspire	77
Speeches to entertain and humor	79
Speeches for special occasions	80
Speeches of introduction	80
Speeches of presentation	81
Speeches of appreciation	81
Speeches of commemoration	82
Speeches for impromptu sessions	83

PART SIX

Sample Speeches to Inform and Convince

Overview	85
Alpha and the omega	86
Client's conduct and consequences	88
Dimensions of creativity	91
Down memory lane	93
Ear candling	95
Emotional quotient matters	98
Energy: fuel of excellence	100
Flower arrangement	103
Go back to basics	106
Importance of praise	109

Installation night	111
Marathon	114
Numbers, stars, and planets	116
Numero Uno: Elizabeth Blackwell	118
Penang bridge run	119
Running as a way of life	122
Subconscious mind	124
Who are these people?	126

PART SEVEN

Sample Speeches to Persuade and Inspire

Overview	128
A four-letter word	129
Fantasy to reality	131
Get this gadget	133
Golden trilogy	136
Importance of creativity in education	138
Impossible, possible	140
Insist on your rights	144
Learn English or perish	146
Life is like a candle	150
Memo-power	152
Please donate your organs	154
Power of breath	157
Power of touch	161
Thoughts, words, actions	163
To teach is to touch	165
Trust and flow	168
Well-read person	170
Worth and works of Shakespeare	172

PART EIGHT

Sample Speeches to Entertain and Humor

Overview	176
Ageing BMWs	177
Be tall	179
Case of mistaken identity	180
Embarrassing moments	182
Keep your love well oiled	184
Malaysian drivers and riders	186
Mumbo-Jumbo	189
Murder most foul	191
Signboards and notices	194
Table manners	196
Ways and wisdom of children	198
What do you think life is like?	200
Where there is a way, there is a will	203
Why worry yourself? Enjoy life!	206

Womanly woes	209
--------------	-----

PART NINE

Sample Speeches for Special Occasions

Overview	212
Acknowledging David Peter (Commemoration: Dedication)	213
All the very best (Presentation: Toast)	214
Award for excellence (Presentation: Recognition)	216
Bridegroom's speech (Commemoration: Wedding)	217
Bye Dear Darren (Commemoration: Eulogy)	218
Conference of credit control managers (Commemoration: Keynote address)	220
Dearest mother (Commemoration: Eulogy)	222
Doctorate in Philosophy (Appreciation: Graduation)	224
Dr. Dick Cockranger (Introduction: Acknowledgement)	225
Entrepreneur of the year (Presentation: Recognition)	226
Fifty years of togetherness (Commemoration: Anniversary)	227
For president (Commemoration: Nomination)	229
Goodbye godmother – (Commemoration: Eulogy)	230
Honoring Professor Mazlan (Presentation: Toast)	231
Jimmy the joker (Appreciation: Roast)	232
Lecturer of the year (Appreciation: Acceptance)	233
Man of all seasons and for all Ages (Commemoration: Tribute)	235
Now and forever (Commemoration: Wedding)	237
One and only Rose Chan (Appreciation: Roast)	241
Speech by bride's uncle (Commemoration: Wedding)	242
Twenty-five years of wedded bliss (Commemoration: Anniversary)	244

PART TEN

Sample Speeches for Impromptu Sessions

Overview	247
A dream makes life worth living	249
Age is no barrier to achievement or ambition	249
Are people more inquisitive or acquisitive?	251
A smile a day keeps the doctor away	251
A stitch in time saves nine	253
A treasured article	254
A vivid childhood experience	255
Beauty or brains: Which do you prefer?	256
Can money but true love?	258
Crime does not pay	259
Do child rapists deserve death as punishment?	260
Do you believe in fortune-tellers and soothsayers?	261
Experience is the worst teacher	262
Gullible Malaysians	262
Heaven and hell	264
In defense of poetic verse	264

Is life a journey or destination?	266
Is there someone you dislike?	266
It is in the giving that we receive	267
Malaysian passengers	268
Men lie, women cry	269
Money is the root of all evil	270
Our attitude determines our altitude	270
Part-time job, full-time happiness	272
Poverty of the soul is more dangerous than crime	273
Rise of the Educated Uneducated	273
Spare the rod and spoil the child	275
The best things in life are not things	276
The secret of happiness	277
The way forward lies in looking back	277
To give or not to give to beggars	279
Water, water everywhere...nor any drop to drink	280
Ways to reduce disciplinary problems in schools	281
What does a wholesome life mean to you?	283
What do you do when things go wrong?	284
What is the one thing you won't leave home without?	285
What is your script for success?	285
Which is more important: The heart or the brain?	287
Why are younger women attracted to older men?	287
Why do people fear the new world?	289

PART ELEVEN

Further Aspects of Communication

Overview	290
Memory aids	292
A to Z of tips	295
Highlights of public speaking	297
Remedies for bloopers	298
Checklists	301
Poetic power	303
Quatrains	303
Limericks	306
Doggerels	309
Sonnets	311
Closed/Open verse	313
Quotable quotes	314
On audience	314
On communication	315
On enthusiasm	316
On humor	316
On language	318
On listening	318
On pauses	319
On preparation	320
On presentation	321

On props	322
On reading	322
On stage fright	324
On stories	325
On writing	326
 PART TWELVE	
Miscellaneous Aspects	
Overview	327
Epilogue	328
References and Further Reading	329
Web-sites	331
 END	 332