# 5. Time to prepare a 2 minute speech

#### Time to start writing!

Remember when you were asked to tell us what you were passionate about earlier in the day? And told you we would speak about it further?

Well now is the time, but we are not just going to speak about it.

We would like each of you to write a two-minute speech about something you are passionate about.

We want you to see how easy it is to write something quite quickly when it is something you care about.

That can sound pretty scary. After all, when you do your public speaking about the NDIS, all the information will be provided for you. But this is a good opportunity for you to see that you can be confident.

We want you to work together and help each other to select your topic, and start writing. We are here to help you.

Pick your topic

It doesn’t have to be fancy, but it does have to be something you care about. It doesn’t have to be anything that someone else cares about. For example, I don’t follow the football, but I am really interested when I hear someone talk about why they are really into it. I also don’t have a dog, and in fact I am a little bit scared of dogs, but I love to learn about how someone’s dog makes a difference in their life.

Let’s take a moment to think about a few topics that you might find interesting.

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Now we can have a go at writing a two-minute speech.

#### How long is a two-minute speech?

Well the easy answer is two minutes! However, you need to work out how many words you need to write. We will assume that we speak at 100 words a minute, which is the average, so that makes it 200 words.

It’s a bit hard to visualise what 200 words looks like, so let me give you a hand.It is easier if you can follow a formula, and many of you will be aware of this if you have had to write essays.

* Start with an introduction, in other words, tell people what you are going to say.
* Write the ‘meaty’ part of what you want to say, and that is the body of the text
* And then tell people what you said.

break it into sections

As we said earlier you need about 10% for an introduction so that’s around 20 words

**My name is …….. and I am going to talk about**

The conclusion should be between 5-10% so you look at about 10 to 20 words.

**I like …. because………**

Which leaves 80-85% for the information. So that means you have to write about 160 to 170 words.

tricia’s sample speech

I have prepared a sample for you to indicate how long that is, and also to show you that it is not too hard to write.

**My name is Tricia. I want to talk about why I am so passionate about going on a cruise. 19 words**

**I love that I can get on a ship and unpack my bags once.**

**I can get an accessible cabin which has hand rails and a shower stool, and the accessible cabins seem to be bigger than the other cabins.**

**I like that I can travel and see different places without all the drama of getting on and off in a place I don’t know, having to find accommodation and transport, and worrying about whether my luggage has arrived with me.**

**There are many things to do on board ships, such as relaxing by the pool or going to a show or meeting new people.**

**There are many options for dining and all the meals are provided, unless you want to go to one of the featured specialty restaurants.**

**If you want to exercise, you can swim in the pool, or go for a walk around the exercise deck, or go to the gym.**

**There are many shore excursions available and you can visit a number of different places. 169 words**

**I like cruises because I can drink because I won’t be driving. 12 words**

**TOTAL 200 words**

Activity 1 – the introduction

Let’s spend 5 minutes writing around 20 words about the introduction.

You can write it on paper, or you can type it into your phone, the choice is yours and whatever you find easiest.

Here is a tip to start.

**My name is…. I want to tell you about**

We already have 10 words written for you. It doesn’t have to be exactly 20 words, but around about that.

And then fill in the details.

**Why my dog makes me laugh (6 words)**

**How I felt when I went to the conference (9 words)**

**The last time I danced all night (7 words)**

**Why we should take more notice of the environment (9 words)**

**Why public speaking is so important to me (8 words)**

**Why I would be a good person to employ (9 words)**

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Activity 2 – the information

Now we need to write all the things connected to your subject, that only you will know about.

Let’s take 30 minutes to write the actual information.

Everyone has a different approach to writing. I like to think for a minute or two, before I start to write.

Other people like to start writing by putting down some words. It is up to you.

Start with what is it about this subject that makes you want to write about it.

Think about seven sentences you could write about your subject. That’s around 25 words per sentence. And that will give you 175 words for the information you are going to give people

If you break it down this way it is not so hard.

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Activity 3 – the conclusion

Let’s take 5 minutes to write the conclusion to sum up what you have said For our next activity, you get to write the conclusion, to tell everyone what you have just said and it only has to be 10 to 20 words long.

**Thank you for listening, my dog makes me laugh because he is so full of mischief (16 words)**

**Thank you, attending that conference helped me to understand more about how advocacy can improving (15 words)**

**Thank you for listening to my views on the environment, I hope that you will join the cause (18)**

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So now you have a two-minute speech ready to go and I hope that you are feeling more confident about being able to write something – especially when it is something you feel strongly about.

Activity 4

In small groups, talk about how you felt about the process, about whether that was easy or hard, and how confident you feel about it after you have finished.

Remember we talked about being nervous. Was that the same for writing? Did you worry about what it would look like? Did you feel butterflies? Did the adrenalin kick in? Do you feel relieved now that it is over?