



# **SPEECH PREPARATION**

## **Tweaking, Grammar, Timing**



## Tweaking, Grammar, Timing

Start with the speech draft.

Review critically – Every sentence and every word in each sentence.

Remove phrase or thought which does not align with the purport of the speech



## Tweaking, Grammar, Timing

Cut Long sentences. Eight to 12 words.

Use simple words. It is then easy to understand.

Remove the long syllable / complex words / jargon.

Remove superfluous words, powerless words



## Tweaking, Grammar, Timing

Convert passive voice into active voice wherever possible.

Correct grammatical errors.

Final edited draft in 725 to 800 words.

Incorporate pauses and body language



## Tweaking, Grammar, Timing - Examples

close proximity – near

Immediately – at once

The school ***has a requirement for*** 10 teachers.

The school ***needs*** 10 teachers.



## Tweaking, Grammar, Timing – Example 1

When I was studying in the 6th standard I decided to become a doctor as I saw doctors were doing selfless service to humanity. (24 words)

When I was in my 6th standard I had already made **up** my mind. (14 words .(pause). I **would** be a doctor one day! (Seven words) They do selfless service, (Four words) they work 24 hours, seven days a week and 365 days a year. (13 words)