

Preparing an Individual Talk

You will by now have collected loads of information. The first thing to do is to sort this into a few sub-headings. For example if I was doing a talk on cricket I might use the sub-headings:

- The History of Cricket
- Cricket Equipment
- Cricket and Me

I would collect together any photos (e.g. old photos of people playing cricket etc.) and props (e.g. cricket equipment) so that I had them ready.

Your Talk

Your talk should be between 2 and 3 minutes long and should consist of 3 sections:

Introduction

You should introduce your talk. I might say:

Good morning (or afternoon). Today I am going to talk to you about cricket. I will tell you a bit about the history of cricket. I will then tell you about and show you the equipment needed to play cricket. Finally I will tell you about cricket and me telling you some of the experiences I have had playing cricket.

Main Part of your Talk

Go through each of your sub-headings and talk about it, showing photos or props at the appropriate time.

Remember you have already seen these so make sure you show them to your audience rather than looking at them yourself.

Conclusion

Bring your talk to an end. I might say something like:

Today I have told you about cricket. I have told you about the history of cricket. I have told you about the equipment used and shown you mine and I have shared some of my experiences of playing cricket. I hope you have enjoyed my talk and learned something new about cricket.

IMPORTANT NOTE: You must **NOT** read from a prepared script. You can use notes to help you remember where you are and to help you remember facts, but you must not read it. Remember you will be marked on audience contact. This is how much you look at the audience and talk to them.

If you have any pictures you would like to use but can't print them at home, or they are in a book you would like them copying from, either email me the picture or the web address or bring the book in and we'll print it in school.