

Elements of An Effective Speech

Anyone can give a speech. Not everyone can give an effective speech. To give an effective speech there are 6 elements you should consider.

1. Be Prepared - As a general rule, you should spend about 30 hours of preparation and rehearsal time for every hour you will be speaking. Use a tape recorder or videotape yourself. This will help you to get an accurate picture of how you speak.

2. Give of Yourself - Use personal examples and stories in your speech whenever possible to make your point. The stories must match your message. In either case be willing to give of yourself by sharing some of yourself with the audience.

3. Stay Relaxed - Focus on your message and not the audience. Use gestures, including walking patterns. Practice the opening of your speech and plan exactly how you will say it.

4. Use Natural Humor - Don't try to be a stand up comedian. Be sure NOT to make fun of anyone in the audience. People will laugh with you when you poke fun at yourself but don't over do it.

5. Plan Your Body & Hand Positions - During the practice of your speech look for occasions where you can use a gesture. Establish three positions where you will stand and practice not only how to move to them but where in your speech do you move. Pick three positions, one on center stage, one to your right, and one to your left. When you do move maintain eye contact with the audience.

6. Pay attention to all details - Make sure you have the right location (school, hotel, room & time). Make sure you know how to get to where you are speaking. Ask how large an audience you will be speaking to. Make sure you bring all your visual aids and plenty of handouts. Arrive early so you can check out where you will be speaking and make any last minute adjustments.

It is very important that you pay attention to even the smallest details. You can never over plan. Remember, "He who fails to plan is planning for failure"

Adapted from: <http://www.ljlseminars.com/anxiety.htm>

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By Usana



CULTURE CORNER

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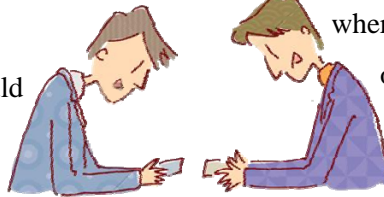
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Japanese Manners and Etiquette

The following are dos and don'ts that you should bear in mind when you go to Japan or socialize with Japanese.

- ✂ There is no custom of "Ladies First".
- ✂ When Japanese start work at 9 AM, they **START WORK** at 9 AM.
- ✂ Avoid lots of jewelry or very colorful clothes when going to work.
- ✂ Exchanging business cards is very common in formal introductions. You should extend your card to the other person with both hands, right side up to them (upside down to you). You receive cards with both hands also. Be sure to look at the card and not just pocket it. Never put it in your pants pocket and sit on it in front of them.
- ✂ Avoid shouting loudly at someone to get their attention--wave, or go up to them.
- ✂ The Japanese gesture of "Who, me?" is pointing at the nose, not the chest.
- ✂ Japanese residences have thin walls and poor insulation - don't blast your stereo or television.
- ✂ **Don't** wear your slippers in a tatami (straw) mat room.
- ✂ It's customary to sit on the floor in a tatami room (called "washitsu").
- ✂ **Don't** wear your slippers in the genkan (at the entrance to a home, where the shoes are kept), nor outside.
- ✂ It's polite to **initially** refuse someone's offer of help. Japanese may also initially refuse your offer **even if they really want it**. Traditionally an offer is made 3 times. It may be better to state you'll carry their bag, call a taxi, etc., instead of pushing them to be polite and refuse.
- ✂ It's polite to bring some food (gift-wrapped in more formal situations) or drinks when you visit someone.



By Piyaporn

HERE'S THE ANSWER

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How to use “wish”



Q: I'm not sure how to use 'wish'. Can you explain?

A: The verb “wish” expresses a desire for a situation that doesn't exist now.

1. Wish + Part Participle

We use “**wish**” + **past participle** to express that we want a situation in the present (or future) to be different.

Examples:

“I wish I lived in Spain” – Right now this person does not live in Spain but would like to in the present.

“They wish it was June” – Right now it's May and they still have to wait a month to go on holiday in the future.

2. Wish + Past Continuous

We use “**wish**” + **past continuous** to express that we want to be doing a different activity in the present (or the future).

Examples:

“I wish I was eating Spanish food in Barcelona” – Right now this person is in the office, they would like to be in Spain, eating tapas, in the present.

“They wish they were leaving tomorrow to go on holiday” – They aren't going on holiday, in the future, but would like to.

3. Wish + Past Perfect

We use “**wish**” + **past perfect** to express regret. This means we want to be able to change a situation in the past.

Examples:

“I wish I hadn't eaten so much chocolate” – This person ate too much chocolate, feels sick and would like to go back to the past and change it.

“They wish they had studied more for their exam” – They didn't study and now would like to go back and study more.

4. Wish + Would

We use “**wish**” + **would** + **infinitive** to express dissatisfaction with the present situation.

Examples:

“I wish you would stop making so much noise” – The person wants the other to stop making noise.

“He wished his dog would behave” – The dog is barking and he wants it to stop.

We can also use “**wish**” to express “**want**” in a formal situation, for example, we can say “I wish to talk to the headmaster”. We do this by saying “**wish**” + **infinitive**.



By Napassawan



BITS AND PIECES

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Language Links

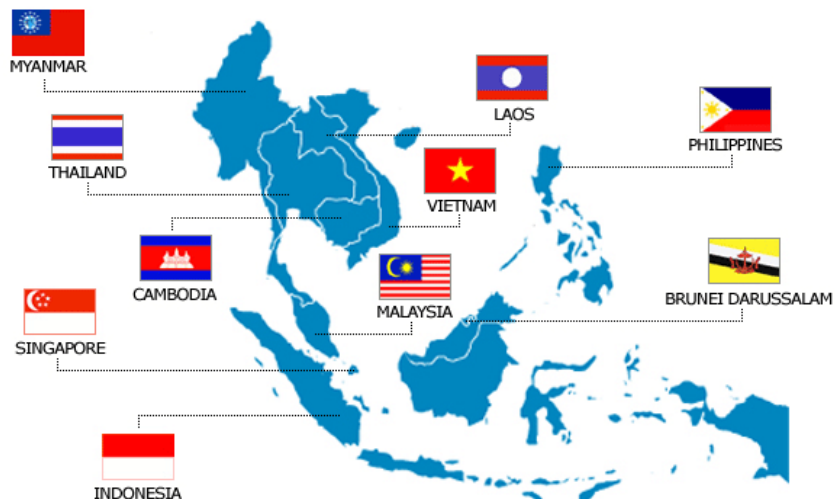
The Association of Southeast Asian Nations (ASEAN)



ASEAN was founded on August 8, 1967.

Original member states were Indonesia, Philippines, Singapore, Thailand, and Malaysia;

current membership also includes Brunei, Cambodia, Indonesia, Lao PDR, and Vietnam.



By
Pimravee

The founding document of ASEAN, the Bangkok Declaration (also known as the ASEAN Declaration), was signed in 1967 at the Thai Department of Foreign Affairs in Bangkok, Thailand.

The objectives of the organization include:

- (1) the acceleration of economic growth, social progress and cultural development in the region, and
- (2) the promotion of regional peace and stability.

The current Secretariat is in Indonesia.

Adapted from <http://www.asil.org/rio/asean.html>
and <http://www.cfr.org/southeast-asia/asean-charter/p18609>

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