



LESSON NOTES

School: Ba Sangam College

Year/Level: 11

Name: _____

Subject: English

Worksheet 24

Year: _____

Strand	Writing and shaping
Sub Strand	Text Types: media, everyday communication, literary texts.
Content Learning Outcome	Investigate and apply specific purposes for various writing texts to demonstrate effective writing skills.

Formal Writing: A Welcome Speech

A welcome speech is a speech given by the host of the show at the beginning of an event to show his gratitude towards the guest for making an effort to attend the event

- The introduction for the welcome speech should include a brief introduction to the event

1. Relevant address – at the beginning to welcome the audience or to bring their notice, their attention. The point to be discussed in the speech are also mentioned immediately after the address.

2. Voice Hesitation – the use of such expression, like un..., uh..., er.... These are mostly used to give the speaker time to recollect his/her thought eg. I think it was.... Ah Friday.

3. Repetition – where a word phrase or even a whole sentence is repeated. This is done mainly when a speaker wants to emphasise a point.

Eg. Crime is committed mainly because of unemployment. Because of unemployment (repetition of unemployment).

4. Contraction – the word like, can't, don't, isn't etc.

5. The use of personal pronouns – like, I, we, to bring the speaker closer to the audience. That is to create a link between the speaker and the audience.

Eg. It is our duty to see that crime is reduced. It is we who can solve this problem.

6. Use of Quotation – (and possible answers from the evidence)

7. Conclusion – briefly summarise the text of your speech. Use concluding indications like finally, therefore... also thank the audience at the end of the speech for their time and patience.

Eg. So finally ladies and gentlemen I shared with you today..... finally crime can be reduced..... secondly we can help you..... and finally it is our duty to see that... I take this opportunity to thank you for listening patiently and I hope whatever I have discussed with you today will be followed.

Activity**(10 marks)**

Fill in the Blanks using the words given below

morning	right	programme	fearlessly	welcome
represent	responsibilities	staff	opinion	leaders

Prefects Induction Welcome Speech

The college principal, vice principal, assistant principal, members of the _____ and dear students, good morning to you all.

It gives me a great pleasure to _____ all of you and chair the Opening Ceremony of prefects induction this morning. A warm welcome to the chief guest of the day Mr Reddy. I formally welcome the parents of the student council body who have joined us this _____ to witness their child being badged. I welcome all the prefects who are present here this morning to take up the _____ given to them.

Being a leader is not about being liked, it's about doing what is _____. So many leaders are afraid of conflict and they have a deep seeded need to be popular and cherished. They are insecure and not so comfortable living in their own skin. But, great _____ are different. They _____ take tough calls. They take on responsibilities for their decisions right or wrong instead of passing the buck. They _____ maturity. They speak truth, they run their own race, making the right decisions and worrying little about public _____. They prove that the price of greatness is responsibility; extra ordinary leadership is balance between tender yet tough, compassion yet courage, part saint part warrior, friendly yet firm. Acceptance of responsibility is a reflection of our attitude and the environment we operate in.

With these words I welcome you once again to the student's investiture _____.