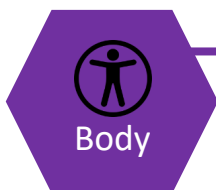


Upper KS2 (Year 5 and Year 6)



- ✓ Think about your posture! (Straight back, looking at your audience)
- ✓ Gesticulate – this means to use your arms to emphasise your points
- ✓ Stand with feet slightly apart, facing your audience
- ✓ “Listen with your eyes” - if someone else is speaking, make sure you look at them and focus on what they are saying!
- ✓ Keep your shoulders relaxed – not hunched or stiff. This helps you look calm and feel more at ease.
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### Social

- ✓ Group work: identify each person's role e.g. Is everyone happy with this? Can everyone explain what they need to do? Are the roles fair?
- ✓ Think about who your audience is. The way you present and speak may be different depending on different factors e.g. the age of the person
- ✓ Give set times for tasks to be completed by e.g. I'm going to research this for 45 minutes and then I will let the rest of the group know what I've found out.
- ✓ Presenting isn't just about speaking, it's about listening too. Be respectful of the person speaking, look at them when they are talking and consider their points. Be polite when responding to opinions e.g. during debates



### Task

- ✓ What is your aim or purpose? What do you want the audience to think, feel or do after you have spoken? This should always be your driving factor for any presentation/speech/debate.
- ✓ Think about the structure of the task and plan out timings, turn-taking and resourcing appropriately. Does the task need a leader to bring things together?
- ✓ When researching, consider pertinent questions *first* and use these to guide your fact-finding. Don't just "find out information" about things without a clear purpose first.
- ✓ Always give justification for your points e.g. facts, statistics, quotations.



### Speech

- ✓ Try to speak with confidence: You know your subject; you know what you want to say; believe in yourself.
- ✓ Consider the tone and volume of your speech; how loud do I need to speak? What kind of tone? Remember, a person at the back of the room should be able to hear you.
- ✓ Speak slowly and calmly. By speaking slowly, you will avoid saying stuttering and muttering things like 'er' and 'erm'!
- ✓ Talk *at* the audience – don't look down at the floor. If this is challenging, try focusing on something slightly above people's head, this can make it easier!
- ✓ When necessary, use your summarising skills to abridge longer information into interesting, relevant chunks.



### Language

- ✓ Try to include specific, technical vocabulary depending on the topic you are speaking about; the audience needs to know that *you* know what you're talking about!
- ✓ Consider your audience (e.g. age) and decide whether you need to change your language. For example, you would speak very differently if discussing a topic with friends than you would if speaking to Mr. Payne about it!
- ✓ Be polite, especially during debates, use your manners to show how respectful you are of others' opinions and views.
- ✓ When appropriate, use *persuasive techniques* to engage the audience e.g. persuasive language, deliberate ambiguity, power of 3



### Thinking

- ✓ Consider the order of your points; always begin strongly but leave another important point until last!
- ✓ Do you need to summarise some of your information? When speaking, some people can only hold their attention for a short time so make sure you speak succinctly and get to the point! Also consider reasoning. Consider how you will justify your opinion e.g. evidence, statistics
- ✓ Is what you are saying interesting or useful to the audience? If not, it probably shouldn't be included!
- ✓ Ask questions to deepen your thinking; what else I want to know about this topic? Begin to start predicting **counter-arguments** and how you might address these.