



Here are four rules to follow when creating a talk:

1. What's your message?

If your listeners could remember one thing from the message, what would it be? Write this down and make sure your talk clearly states this message early and often.

2. Keep it simple

The listeners do not have time or energy to listen to you dance around a topic – get to the point.

3. Repetition is good

Remember the key message you stated earlier in your talk? Since the listeners can't rewind and go back to hear it again, make sure it's repeated throughout to ensure your listeners remembers it.



4. Practice

Practice giving your speech to nail down your timing and delivery.

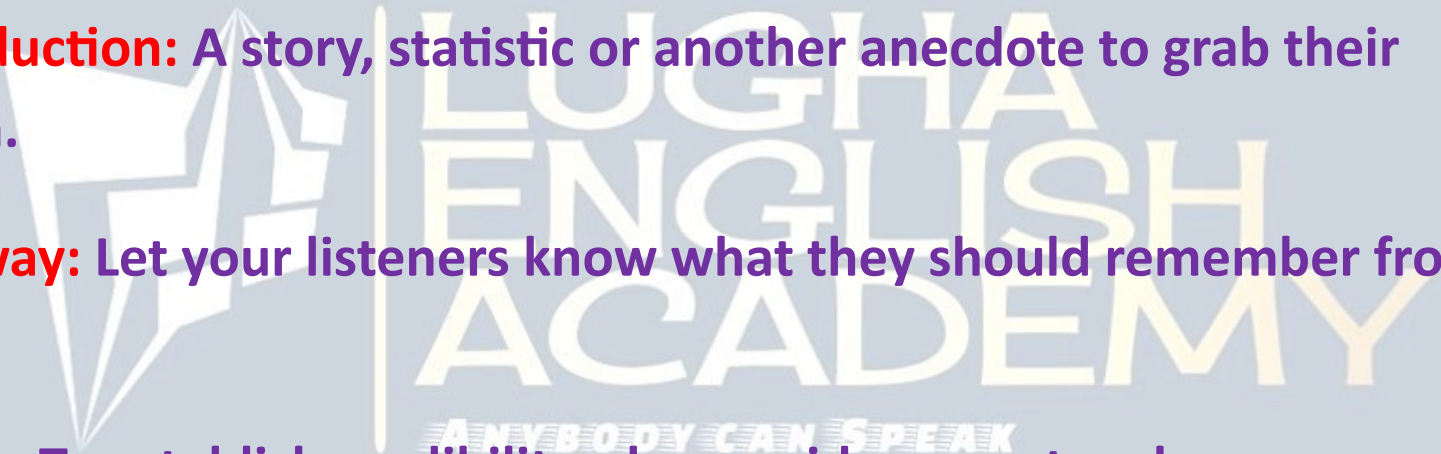
So those are the four rules, now, create a checklist to make sure your talk has:

An Introduction: A story, statistic or another anecdote to grab their attention.

A Takeaway: Let your listeners know what they should remember from the talk.

Examples: To establish credibility, share evidence as to why your reasoning is sound to show the audience why you're right.

A conclusion: One last chance to nail your message! Send your listeners off with a different statistic, quote or anecdote to make your key message memorable.



1. My Best Friend

Friendship is one of the greatest blessings that not everyone is lucky enough to have. My best friend is one such person who has been able to make a positive impact on my life. Most importantly, I feel extremely fortunate to have someone as a best friend in my life.

Our friendship started when my best friend came in as a new admission to our class. Both of us were hesitant to talk to each other at first, but gradually we developed a bond. I remember the first time my best friend tried to talk to me; I rolled my eyes because I thought there was no use and we wouldn't hit it off. However, to my surprise, we became best friends by the end of the session year. We learned so many things about each other and found out that our taste in music and fashion was so similar. Since then, there was no stopping

Example 2:

One Minute Speech on the Value of Time:

Time and tide wait for none. If we do not make the best use of time, we are destined to be doomed. We must act in time before it is too late, because certain moments can make or break a person's life. Those who waste time repent when there is no remedy.

Every second in life is important. Seconds add up to minutes, hours, days, months. We should not waste time because life is short and uncertain. Instead, we should make the best use of the time available.

To conclude, we must know the value of time so we can make the best use of every moment in our lives! Thank you for listening to me so attentively.

Example3:Pet Dog

Pets are a great blessing in anyone's life. They are the only ones who love us unconditionally. Pets always offer us everything they have without asking for anything in return. The main aim of any pet's life is to make their owner happy. Nowadays, even the term 'owner' is changing. People prefer their pets as kids and to themselves as parents. This is how the relationship between pets is evolving. People treat them no less than humans. For instance, they celebrate their birthdays; get those matching outfits and more.

The most common pet you can find at anyone's place is dogs. A man's best friend and the most faithful animal, a dog. I also have a pet dog that I love to bits. We got him when he was a little baby and have watched him grow into a beautiful dog. All my family members love him with all their heart. We love his silly antics and cannot imagine our lives without him. We named him Sasha.

Topics About Yourself

- My family
- My mother
- My father
- My favourite teacher
- My aim in life
- My favourite game
- My village
- My house



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Topics About Yourself

- My dream
- My favourite book
- My ambition
- How i spent my summer vacation
- My pet dog
- My school life
- I love my family
- My favourite subject



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Topics About Yourself

- My garden
- My self
- My school library
- My favourite author
- My plans for summer vacation
- My school
- My friend ship



ANSWERS

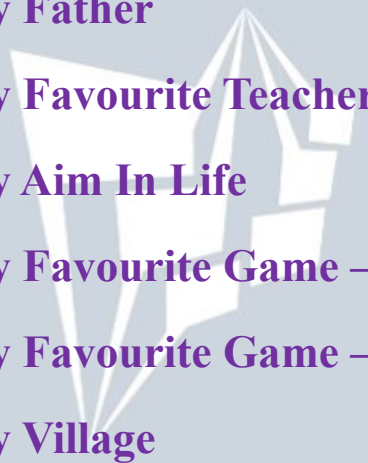


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Topics About Yourself

- My Family
- My Best Friend
- My Hobby
- My Mother
- My Father
- My Favourite Teacher
- My Aim In Life
- My Favourite Game – Badminton
- My Favourite Game – Essay
- My Village
- My House
- My Dream
- My Favourite Book
- My Ambition
- How I Spent My Summer Vacation



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- **My Pet Dog**
- **India of My Dreams**
- **My School Life**
- **I Love My Family**
- **My Favourite Subject**
- **My Favourite Game Badminton**
- **My Father My Hero**
- **My Garden**
- **My Self**
- **My School Library**
- **My Favourite Author**
- **My plans for summer vacation**
- **My School**
- **Friendship**

