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1. Presentation of the work: answers to the questions “Why was this topic chosen?”, “What is this topic relevant, interesting to you personally?”, “What was the purpose of the research and what tasks were set?”.
2. Report on the methods used to collect material (previously known, improved by you or original; meetings with experts; work in various organizations to collect statistical and other material, etc.).
3. A summary of the main ideas. The speaker sets out his thoughts, observations, conclusions, provisions made on the basis of primary sources included in the text of the research work. Provides evidence of the main provisions. Uses actual and practical material. Describes the process, the results obtained, gives a brief analysis.
4. Conclusion and conclusions (the results of the study, their practical significance, conclusions, personal discoveries, forecasts).

In addition to the content of the speech, you need to remember how this content is served. A speaker must speak (not read!) Fluently enough loudly, emotionally, competently, logically, confidently, addressing the audience, jury members, visual material or slides.

Speech requirements:

- 1) diction, pronounced pronunciation, well-placed voice (it is impossible to influence listeners if you speak in a monotonous hoarse, hoarse, nasal voice);
- 2) the normal pace of speech (excessive rush is usually caused by timidity, the meaning of quickly spoken words is poorly perceived, students do not have time to follow the thought; too slow, unemotional speech, on the contrary, shows the speaker’s indifference to the speech, and it is difficult for listeners to grasp the meaning of what was said);
- 3) proportionality of the strength of the voice (the voice should be audible to each listener regardless of the size of the hall and at the same time should not sound too loud);
- 4) consistency and clarity of explanations, persuasiveness and consistency of the arguments presented (it is necessary to decide in advance what to say to the audience, select the necessary arguments, clearly and consistently express your thoughts, drawing conclusions from the above);
- 5) the language of the speech (it is good to have a rich vocabulary; do not use unnecessary words, parasitic words “so to speak”, “means”, “well”, “as if”, slang and vulgar expressions, since they can cause listeners have irritation, ridicule or irony);
- 6) simplicity and clarity of presentation (it is necessary to build a speech so that it is understandable to listeners, not to use special terms without decoding them);
- 7) brevity of sentences (long phrases are poorly perceived by the audience and knock the speaker’s breath; it is necessary to express more precisely, avoid long vague phrases, follow the arrangement of intonational accents, pauses);

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