Use this worksheet while you listen to the Breeze presentation.

1. Know your audience – what is important to remember about the audience?

2. Find a theme
   a. Viewing sample speeches
      Jot down your observations about content, organization and other elements used in the speeches you view.

   b. Typical content areas
      i) Celebrate ________________
      ii) ________________ on the ______________
      iii) Predict ________________ success
      iv) ________________ others for their ________________

   c. Other elements

3. Build on your theme: “Focus on the important things in life”

<table>
<thead>
<tr>
<th>Celebrate this achievement</th>
<th>Reflect on the past</th>
</tr>
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</table>
Thank others for their support

Predict future success

4. **Spice it up**

   a. Quotations

   b. Comparisons

   c. Counterpoint

   d. Rhetorical questions

   e. Repetition

5. **Pitfalls to avoid**

   a. Many of us sitting here will remember an extraordinary lecturer or tutor whose classes, as it were, stripped the veil of complacency and self-satisfaction from our minds, dazzling us with the possibilities of making new connections for ourselves. I certainly do. I have been fortunate to have met many tutors who have been able to unlock portals into worlds of new discoveries and thus inspire me to tread along the paths which they have so kindly lighted in advance. Going beyond the call of duty, these tutors have taken on the role of mentors and consistently focussed me on my life direction when confusion reigned.

   b. (Audience of law, medicine and SMA graduates) Who could forget all we’ve been through together: the agony of dissection lab, the early morning pharmacology lectures and Dr Leong’s stethoscope?
c. I would like to make a special appeal to our parents and elders seated here. We know that you care for us and want the best for us. However, on behalf of my fellow graduates, may I request that you allow us some space to explore our dreams? Our dreams may be the most unadventurous ideas in town, but they reflect all that we are. Give us a little time to take risks. We’ll eventually find our ideal job.

d. My four years at NUS have been a truly fulfilling and enriching experience. My final year at NUS proved to be the most challenging, nerve-wracking and yet most rewarding. Honours is an experience like no other. I’ll never forget spending up to 9 hours or even more in the lab. I can still remember how I was close to yanking out my hair when interpreting the results of my experiments. To carry out research, you either have to really love what you are doing or you have to be slightly insane. I think I am both.

e. Our studies here *stand us in good stead* to …
   Embarking on *a new chapter in our lives* …
   *Life long learning*
   Pushed *out of our comfort zone*
   leaving these *hallowed halls* and entering *the real world*
   give back to society a small part of what society has given me

6. **Your turn**

   a. Brainstorm experiences, ideas and people

   b. Find a unifying theme
c. Build on your theme – list ideas in the content areas below

<table>
<thead>
<tr>
<th>Celebrate this achievement</th>
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</thead>
<tbody>
<tr>
<td>Reflect on the past</td>
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<td>Thank others for their support</td>
<td></td>
</tr>
<tr>
<td>Predict future success</td>
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</tbody>
</table>

d. Use specific examples (from your brainstormed list of experiences) to support your points.

e. Spice it up!
STANDARD SALUTATIONS
– to be used in valedictorians’ speech during commencement ceremony

<table>
<thead>
<tr>
<th>S/N</th>
<th>OFFICIALS/GUESTS</th>
<th>SALUTATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Presiding Officer</td>
<td>• NUS Chancellor President S R Nathan – <em>for Ceremony 1 only</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NUS Pro-Chancellor Dr/ Mr xxx; or</td>
</tr>
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<td></td>
<td></td>
<td>• NUS President Professor Tan Chorh Chuan; or</td>
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<tr>
<td></td>
<td></td>
<td>• NUS Board of Trustees; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dean, Faculty of xxx.</td>
</tr>
<tr>
<td>2.</td>
<td>NUS President (if present)</td>
<td>• NUS President Professor Tan Chorh Chuan</td>
</tr>
<tr>
<td>3.</td>
<td>VIPs</td>
<td>• Distinguished Guests</td>
</tr>
<tr>
<td>4.</td>
<td>Graduating Cohort</td>
<td>• Fellow Graduates</td>
</tr>
<tr>
<td>5.</td>
<td>General Guests</td>
<td>• Ladies and Gentlemen</td>
</tr>
</tbody>
</table>

NOTE: The actual salutations will depend on the presence of the above. Information on the Officials attending will be given to the valedictorians during the briefing on 30 June at 5.30 pm by Registrar’s Office in the University Cultural Centre Hall.

Example Speech Opening:

“Mr Pro-Chancellor, Distinguished Guests, Fellow Graduates, Ladies and Gentlemen”

*After your speech*, you will direct the graduates to applaud their family members and friends:

“As we remain standing, my fellow graduates, this is a proud day for all of us and for our parents and loved ones, who have supported us in our journey here.

Therefore, before we leave this hall, let us take this opportunity to show our appreciation for our family and friends with a round of applause.

Please join me in this gesture.

Thank you.”