Effective Speaking Notes and Speeches

A writing workshop for "ghost writers"

Content and aims
Do you write speaking notes for your boss/your Minister? Do you sometimes draft formal speeches in English – for yourself or someone else to read out at an international event? Writing for speakers poses different challenges to writing for readers. Come to this interactive workshop and get practical help in producing texts that work.

Topics include:
- Written vs spoken English
- Speaking notes vs speeches
- Choosing the right style – for the audience and the speaker
- Getting it right: grammar & vocabulary check
- Effectiveness check: will my speech/speaking notes work?

Working method
- Interactive writing workshop with individual support
- Feedback on your texts and tips for improving them
- Learning by doing: 2 days of total immersion in English
- Optional online follow-up
- Individual post-seminar coaching is available on request.

If you are working on any speeches/speaking notes, please bring them along to the workshop.

Target group
People who have to write English speeches or speaking notes – for themselves, for their ministers or other speakers.

If you have previously attended our seminar on "Speech Writing", or our workshop “Speeches-to-Go!”, this new seminar will provide new insights and additional practice.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers
Sue Norris, M.Ed. B.A.
Mag. Andrea Steiner, B.A.
Time & venue
Length: 2 days
Seminar number: ES-E 297 New
Date: 15-16 October 2019
Venue: Schloss Laudon

Organisation
In the hands of: Ursula Eder
Secretariat: Manuela Mader

Tips
For systematic work on improving your writing skills, come to “Drafting Professional Texts”.
If you want to improve your presentation skills, come to “Making Presentations”.

About
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