

invites you to participate in an
online course

SPEECH WRITING

Course Code: ADM0303

Date

June 26,27, 28 and
July 14, 2023

Time

10:00 a.m.
to
12:00 p.m.

TARGET GROUP:	Public Officers of Grades Z16-1 and P16-7, as well as technical officers who are required to write speeches as part of their duties.
COURSE AIM:	To equip participants with the requisite tools and techniques to improve their competence in writing speeches.
COURSE DELIVERY:	This course is delivered fully online via ZOOM and will be facilitated for each session.

CONTENT

The course will cover the following broad subject areas:

- Matching the speech to the context
- Planning and structuring the speech for maximum effect
- The use of language and rhetorical devices to enhance the impact of the speech
- The writing process

OBJECTIVES

At the end of the training, participants will be able to:

- Create an outline using a methodical approach to incorporate all critical elements of a speech
- Structure a speech suitable for the audience, speaker, purpose and timeframe
- Make use of rhetorical devices and other elements to produce an impactful speech
- Create a speech using language which is clear and relevant



**Click
here to
Apply**

DEADLINE DATE: June 16, 2023

Only suitable applications that include a valid public service email address will be considered for the training.

Further details on how to access the training will be emailed directly to participants

Contact Person: Maria Norville - email: maria.norville@mps.gov.bb or call 535-6707