



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT:INFORMATION PROCESSING

LEVEL:N5

MODULE NO: 05



After completing this topic, you will be able to:

- Use lecture and speech formats
- Type lecture and speeches
- Create footnoted and endnotes for lectures and speeches



SPEECHES AND LECTURES

Definition of a speech

A speech is a formal address delivered to an audience

How to set out a speech

Speakers generally have a printed copy of the speech in front of them so that they can refer to it if necessary. Therefore, the contents have to be printed in an easy to-read format

- Type speeches in one and a half line spacing or double line spacing
- Right align at the bottom of the page and repeat the text
- Number the pages from the second page

Specifications for a speech

- Paper: Use A5 paper. Set left and right margins for portrait at 1.25 cm for landscape at 2.5 cm. Make top and bottom margins 2.0 cm
- Heading: Type the heading or content details in uppercase on single line spacing
- Opening line: A speech always begins with the words “Ladies and Gentlemen...” unless dignitaries are present, in which they are recognised first.

- Content: Type paragraphs with 1.5 line spacing, with three lines between paragraphs and after headings
- Follow on: Place the first three words of the text from the following page against the right hand margin, followed by a solidus, with three line space before and after
- Second page: Number the pages from the second page onwards. Leave three line spaces before the number and two or three line space after the number

Example on page 98