

Speech Recital in Mother Tongue or Native Language  
for Those Who Are Connected to Foreign Countries

**Guide to Making Speech Manuscript**

Let's make a speech manuscript in both your language and Japanese. Although you can write in either language, we encourage you to combine your language with Japanese. You don't need to translate all of the contents from one language to the other. Try to use natural expressions in both languages. Direct translation would be acceptable in case you have difficulty translating your first language into Japanese. Below are sample steps.

**STEP 1 : Decide Speech Topic**

First, decide your main speech topic.

Do you have any topic to talk about in front of people? Why do you want to talk about it? How is it important to you? We recommended that you write down all of them and choose your speech topic. There are some examples.

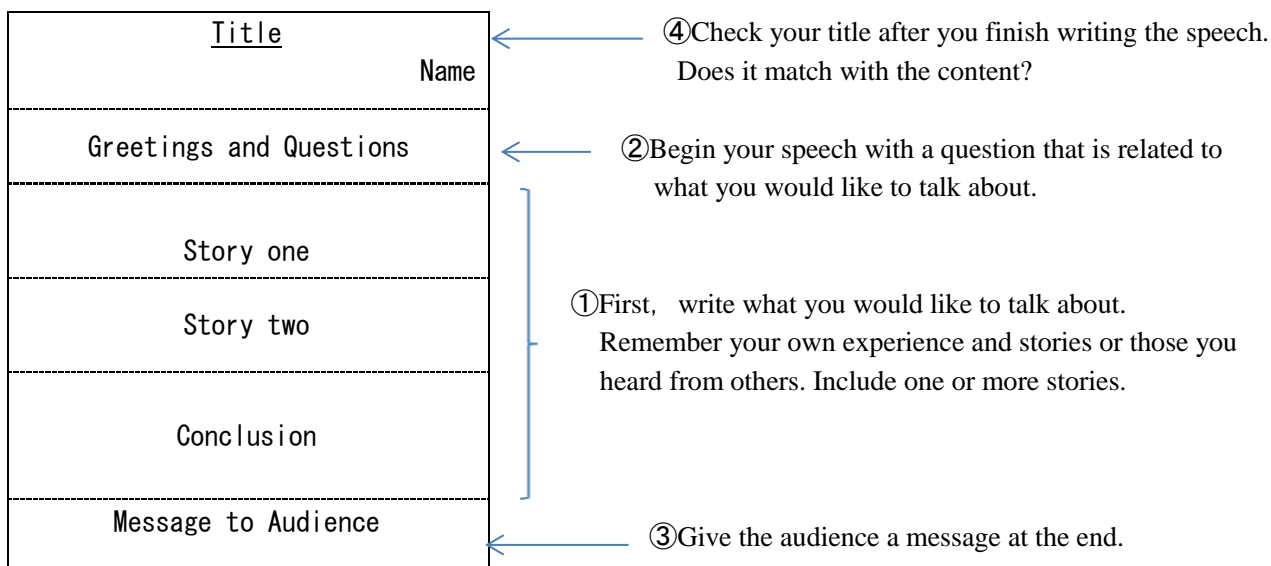
“The Culture of My Country and Japanese Culture” “My Family and Japan” “The Best Day of My Life”  
“Message to My Juniors” “What I Have Learned” “My Dream” “My Friends” “My School”  
“What I Like to Do”

It is recommended that you choose a main topic, and then decide the title of your speech.

**STEP 2 : Prepare a Speech that Moved you**

What things did you experience about the topic you would like to talk about? Remember the details that moved you. Use your own experience, stories that you heard from your family, friends, and teachers. Although one story is all right, more than two stories can make your speech more persuasive.

**STEP3 : Write the Draft of your Speech Manuscript**



**STEP4 : Input by Use of WORD**

Using the format, put your first language manuscript in parallel with its Japanese one.

**Important:** Be sure to keep the sentences in both languages parallel. Put them in the regulated format.

☆Put your manuscript on one page. Free to change font size.

① Title (Native Language, center)	② Name (Align Text Right)
③ Body (Align Text Right)	④ Title (Japanese, center)
⑥ Body (Japanese, Align Text Right)	⑤ Name (Japanese, Align Text Right)

### Judgment Criteria

The judgment criteria are as below. Get ready to score as high as possible.

	excellent 4	Very good 3	good 2	Effort is necessary 1
Title 4	The choice of the title and the beginning of the speech are exceptional and involves the listener.	The choice of the title and the beginning of the speech has the potential to engage the listener.	The choice of the title and the beginning of speech presents no problems.	The choice of the title and the beginning of speech presents problems.
Contents and organization 4	The stories presented are interesting, connect well, and come to a satisfactory conclusion.	The stories presented connect well, and the final statement feels natural.	The connection between the stories presented requires too many assumptions, and the conclusion is forced.	There is an inability to connect the stories, there is no real conclusion and/or the conclusion is forced.
Tone and voice expression 4x2	The tone of voice is nice and relaxed. The speaker is able to adjust his/her way of speaking and emphasize a passage or express emotions appropriately.	The tone of voice is good and it is possible to distinguish the speaker's emotion in the sections that should be emphasized.	The tone of voice is usually sufficient but sometimes too low. It is difficult to understand which stretches the speaker wants to emphasize.	The tone of voice is generally low and uniform, and it is impossible to feel that the speakers emotional tone.
Pronunciation and ease to listen 4x2	The pronunciation is clear and without accents and the speaker strives so that the listener can understand well. The speed and manner of speaking are good and there are rare moments of inadequate breaks or stumbles in speech.	The pronunciation is clear and without accents, but there are times when, by accident, the pronunciation is unclear. There were some stumbles in the speech, but you can see that the speaker was struggling to adjust the speed for the understanding of the listeners.	There are times when the pronunciation is not clear, but one can see the effort to speak clearly. Stumbling in speech stand out a bit.	Times when the pronunciation is not clear stand out. Long pauses and stumbles in speech are frequent and the speed is not suitable for a good understanding.
Way of speaking and posture 4x2	The speaker speaks with enough confidence and attitude. There is eye contact with the audience, as if driving the words to each of them.	The speaker speaks with confidence and there is eye contact with listeners.	There are times when the speaker does not seem confident, but was able to maintain the attitude. Eye contact is somewhat insufficient, but there is effort on the part of the speaker.	The speaker speaks while often looking down and even when looking forward, there is no eye contact with the listener; the listener does not feel that the speech is being directed them.

