KS3 English: revision notes

Speaking and listening

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Giving a talk

- Plan an introduction that hooks the audience, two or three clear main points with evidence, and a conclusion.
- Use **cue cards** with key words, not a full script, so you can speak naturally and look at your audience.
- Practise out loud and time yourself.

Using your voice and body

- Speak clearly and loudly enough to be heard (**projection**), at a steady **pace**, and pause for effect.
- Make eye contact, stand up straight and use natural gestures.
- Use **Standard English** and avoid **fillers** such as "um" and "like".

Discussions and debates

- Listen actively: concentrate, make notes and respond to what others say.
- Build on or challenge ideas politely: "I agree with ... because ...", "I see your point, but ...".
- In a **debate**, the proposition argues for the motion and the opposition argues against it. A **rebuttal** answers the other side's points. The **chair** keeps order.
- Persuasive speeches use rhetorical questions, the rule of three, repetition and anecdotes.

Key terms

Projection	Speaking clearly and loudly enough for everyone to hear.
Pace	How fast you speak.
Cue cards	Small cards with key words to remind you of your points.
Fillers	Words like "um" and "like" that fill gaps in speech.

Your notes

Active listening	Concentrating on, and responding to, what someone says.
Standard English	The formal, correct form of English.
Debate	A formal discussion where two sides argue for and against a motion.
Rebuttal	A response that argues against the other side's point.
Chair	The person who keeps order in a debate or meeting.

Your notes

Quick questions

Cover the answers and test yourself: remembering is what makes it stick.

1. Why should you use cue cards instead of a full script?
2. What does "pace" mean when speaking?
3. Why might a speaker pause?
4. What register should you use in a formal presentation?
5. Which is a good way to disagree in a discussion?
6. What is active listening?
7. What is a rebuttal in a debate?
8. Why is eye contact important in a talk?

Answers

1. They remind you of key points while letting you speak naturally and look at the audience
2. How fast you speak
3. For effect, or to let a point sink in
4. Standard English, with no slang
5. "I see your point, but I think..."
6. Concentrating, making notes and responding to what is said
7. A response that argues against the other side's point
8. It keeps the audience engaged and makes you seem confident

What to do next

Practise 12 questions on this topic

Try 4 exam questions, with mark schemes

Read the lesson, one step at a time

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