

# Speech Template

Below is an example of how you might like to draft a traditional Indonesian speech. While you are encouraged to use some of these conventions within your speech, we hope that you will apply a creative approach to deliver a unique presentation.

## Opening

First impressions are lasting and it is in the first minute of your speech that you have the audience's full attention.

You could stand out by sharing a personal anecdote, joke, shocking statistic or direct question.

## Introduction

Welcome the audience and special VIP guests (for the awards ceremony only), introduce the topic, but be creative; don't just state it.

We suggest you address your audience with any one of the following sentences (or develop your own with the assistance of an Indonesian friend or teacher):

- *Selamat pagi / siang / sore / malam dari [kota/desa X] dan salam sejahtera bagi kita semua.* Good morning / afternoon / evening, greetings from [the city / suburb of X], and best wishes to you all.
- *Assalamualaikum dan salam sejahtera bagi kita semua.* Peace be upon you (Islamic greeting) and may we all be blessed with prosperity.
- *Selamat sore dan salam sejahtera bagi kita semua. Semoga hari ini adalah awal baik untuk masa depan yang lebih baik.* Good afternoon and best wishes to you all. Hopefully today is a good start for a better future.
- *Assalamualaikum dan salam sejahtera. Puji dan syukur kita haturkan kepada Tuhan Yang Maha Esa atas kesempatan yang diberikan-Nya untuk hadir dalam kesempatan ini / berpidato kepada Anda sekalian yang terhormat.* Peace be upon you (Islamic greeting) and best wishes. Praise and thanks go to our Lord almighty for the opportunity he has bestowed upon us to have this opportunity / to present to you.

And then continue by providing your respects to the judges and audience:

- *Yang saya hormati, bapak dan ibu juri, panitia NAILA, dan para penonton / hadirin yang saya muliakan / hargai.* Ladies and gentlemen of the jury, NAILA committee, and respected audience members.
- *Yang saya muliakan, bapak dan ibu dewan juri, segenap panitia NAILA, teman-teman yang saya kasihi, dan para hadirin / penonton sekalian.* Distinguished guests (literally: those that I dignify): ladies and gentlemen of the jury, NAILA committee, dear friends, and audience members.



## Content

Setting out your arguments clearly for the audience is important, particularly in junior level speeches.

You might choose to do so in the following manner:

- *Ada [nomor] alasan/isu/masalah/tema yang saya ingin bahas dalam pidato saya.* There are [number] reasons/issues/problems/themes that I would like to discuss in my talk.
- *Ada X alasan/isu/masalah/tema yang harus dibahas jika kita berpikir tentang isu/[topik] ini...* There are X reasons/issues/problems/themes that generate discussion when we think about this issue/topic.
- *Pada pidato kali ini saya ingin menyampaikan tema tentang...* On this occasion, I would like to raise ...
- *Pada kesempatan ini saya akan berbicara tentang [topic].* On this occasion, I will discuss/talk about ...
- *Pada kesempatan ini, izinkan saya menyampaikan sepatah dua patah kata mengenai [topic].* On this occasion, allow me to say something/a few things regarding ...
- *Pertama...* Firstly
- *Kedua...* Second
- *Ketiga...* Third

## Joiners

In English we often break up our content within a speech with 'Ladies and gentlemen...'

Below are some Indonesian equivalents you might like to use:

- *Para penonton yang saya muliakan.* Respected audience members
- *Teman-temanku yang saya cintai.* Dear friends
- *Panel hakim yang saya hormati.* Distinguished judges
- *Saudara-saudari sekalian.* Ladies and gentlemen
- *Bapak-Ibu yang saya hormati.* Ladies and gentlemen (whom I respect)
- *Hadirin yang berbahagia.* Delighted audience members

## Closing

A conventional Indonesian speech would normally end with a few lines to the following effect:

- *Hadirin/penonton yang saya hormati, Demikianlah sambutan saya. Apabila ada kata-kata yang kurang berkenan dan ada tutur kata yang salah, saya mohon maaf. Kalau ada sumur di ladang bolehlah kita menumpang mandi. Kalau ada umur yang panjang semoga kita berjumpa lagi.*  
Respected audience members,  
That is my presentation. If anything I have said was contentious or incorrect, I apologise. If there is a well in the field, let us wash there. If we live a long life, hopefully we will meet again.
- *Hadirin/penonton sekalian yang berbahagia! Demikian sepatah kata yang dapat saya sampaikan pada kesempatan ini semoga bermanfaat bagi kita semua, terutama bagi diri pribadi.* Delighted audience members!  
Hopefully what I have said on this occasion was of benefit for us all, especially for ourselves on a personal note.
- *Terima kasih atas segala perhatiannya, dan mohon maaf atas segala kesalahan dan kekurangan.* Thank you for your attention, and I apologise for any mistakes and shortcomings.
- *Atas perhatian Bapak dan Ibu sekalian, saya ucapkan banyak terima kasih. Apabila ada kata-kata yang kurang berkenan di hati saya mohon maaf.* Ladies and gentleman, I thank you for your attention. If I have said anything contentious I apologise.
- *Demikian dari saya. Sebelum saya akhiri pidato ini, saya ingin mengucapkan terima kasih atas perhatian Bapak/Ibu sekalian dan saya mohon maaf atas segala kekurangan.* That is all from me. Before I conclude this speech, I would like to express my thanks to you all for your attention and I apologise for any shortcomings.
- *Kiranya cukup sampai di sini pidato saya. Atas segala tutur kata yang kurang berkenan di hati Bapak dan Ibu sekalian, baik yang disengaja maupun yang tidak, saya mohon maaf yang sebesar-besarnya.* I think that is enough for now. For everything I said that may have been contentious for you all, both that which I intended and that which I did not, I apologise profusely.

Whilst you might like to conclude your speech with a summary similar to the ones above, we encourage you to follow it with:

1. a concise executive summary of your key points or main argument; and
2. a call to action, unforgettable quote/proverb or strong original statement that stays with the audience.

To indicate that you have truly finished you should end with:

- *Sekian, terima kasih.* That's all for now, thank you.
- *Sekian. Terima kasih atas perhatian Anda.* That's all from me, thank you for your attention.
- *Sekian dan terima kasih. Wassalamu'alaikum Warahmatullahi Wabarakatuh.* That's all from me, thank you. May peace be upon you... (Islamic greeting).

# Speech Tips

## Writing your speech

- **Topic selection:** Choose a topic you feel strongly about – take the topic in a direction you are interested in (think outside the box), topics provide direction only, find a new take on a common subject.
- **Research:** Don't underestimate the importance of research, brainstorm, find the facts and their sources (who said what), look for appropriate proverbs, metaphors, folktales and jokes to include or write your own.
- **Audience:** Evaluate your audience and context, who are they, what are their interests, how formal should your speech be, how familiar are they with the subject?

## Structure

- **Opening:** Grab the audience's attention with a personal anecdote, joke, shocking statistic or direct question.
- **Introduction:** Welcome the audience and special VIP guests (awards ceremony only), introduce the topic but be creative don't just state it.
- **Argument:** Explain why your topic is important, convey one idea or argument clearly using supporting points, connect your topic with larger issues, develop a clear structure, summarise key points along the way by linking them into new points, use sign posts (i.e. 'I've spoken about WXY but what does that mean for ABC? ...').
- **Content:** Keep it short, simple and concise, write like you talk, allow for pauses and your average talking speed, use quotations and statistics sparingly (too much information can be overwhelming), use specific examples and personal antipodes to set yourself apart.
- **Language:** Choose vocabulary you are familiar with to make memorisation easier, double check your grammar and use of common phrases, be sure to include Indonesian proverbs and metaphors, create visuals using descriptive words and sayings, repeat crucial points and buzzwords.
- **Ending:** Summarise your argument and leave your audience with 2-3 key points (the rest is really just entertainment), offer solutions to think about or provide a call to action, finish with an unforgettable quote or strong original statement.



## Delivering your speech

- **Speaking style:** Use a variety of tones and volumes to keep the audience interested, pace yourself, speak from the heart, improvise where appropriate, speak with confidence, relax and remember to breathe.
- **Visuals:** Stand up straight, don't fidget sway or slouch, dress appropriately (office wear, neat casual, batik, traditional Indonesian or costume if appropriate), avoid reading notes (subtle glances at cue cards are acceptable but bonus points will be given to those who don't use notes), fix your microphone before you start then leave it, use hand gestures but not too many, visual aids and props are permitted but should not become the main focus of your speech.
- **Gain experience:** Practice at school, university or work, in front of friends and strangers, practice with hand gestures, pauses and theatrics. Practice videoing yourself well before the deadline. Practice makes perfect!

