

Speaking Circles

Class - 9

Preface

Speaking Circles

Speak English with Ease

First edition published in 2025

Revised edition - 2026

Get ready to unlock a world of opportunities with our comprehensive Spoken English workbook! Designed for students like you, Speaking Circles is your key to confident communication.

Effective communication is the key to success in academics, profession, and personal life. This workbook aims to empower students with the skills and confidence to express themselves clearly and fluently in English.

Through a range of engaging exercises, activities, and conversations, students will develop their ability to articulate thoughts, opinions, and ideas with clarity and precision.

Join the Speaking Circles community and discover the joy of communicating effectively.



ACKNOWLEDGEMENT

Content Developer

Smt. Kavitha Krishnakumar, Director Sthairya Academy, CELTA

Editorial

Dr. Arti and Team

Design and Technical Support

Smt. R Dharshini Ragamathy, B.Sc., M.A

Ms. N.Niranjani, B.Sc., MBA

Wrapper Design

Ms. Hamsavani Raman and Team



UNIT 1: Our Lives

Self Introduction: Every time we meet a new group of people, we need to introduce ourselves. How we introduce ourselves depends on the setting and the people we address, for example. formal scenarios such as the Model United Nations (MUN) and an informal scenario like a school cultural event. Given below are some expressions you could use in formal and informal scenarios. You may choose one of them.

What to say?	Formal	Informal
Greet	Namaste/Good Morning/ Afternoon/ Evening	Hello everyone! Hi
Say name	I am.... My name is..... Let me introduce myself,	I'm My name is.... For those who don't know me yet, I'm...
Talk about your background- Where you study, class/ grade, what you are good at	I am studying in .../ school name/ I am a dancer/ football player....	I am from.... I live in I am in...
Close	I am excited to be a part of... I am happy to participate in ... I am looking forward to...	I am happy to be here... I look forward to...

Activity 1.1: Prepare a self introduction for a formal and an informal situation



Speaking becomes easy when you know how to use the right strategy to use for a speech. There are many frameworks, we will look at the STAR framework. This helps you to narrate an event. You will use the narrative tenses- Past simple, Past continuous and Past perfect to narrate events. Given below is an explanation of what to say under each of the letter in STAR.

S- Situation (Give the listeners a background of situation you faced in life)

T- Task/ Challenge (give details of what happened)

A- Action (share details of how you took action on the challenge)

R- Result (details of the outcomes)

Activity 1.2: Use the STAR framework and talk about one of the following topics:

1. The day I received my first prize...
2. The most difficult day in my life...
3. An adventurous experience, I've had
4. I fear I overcame...
5. A scary experience I've had...

Negotiation is an art, and the primary objective of negotiation is to reach an agreement that satisfies the interests of all parties involved. When you negotiate smartly you could arrive at a win-win situation for both. Let us look at some language expressions you could use for negotiation:

- Would you consider...
- Why don't we...
- What do you think about...
- Would you be prepared to..
- Are you willing to consider...

1. **Activity 1.3:** Choose one of the scenarios to negotiate with a partner.

1. Three students want to be class leaders, they must negotiate and come to a consensus on who will be the leader.
2. Friends disagree on where to spend time after school. Negotiate to decide on where to spend time after school
3. You are discussing a venue for a get together. Negotiate choices
4. A friend returned your book in a damaged condition. Negotiate your friend's responsibility.
5. Two friends want to sit together, but one new student needs to be seated. Negotiate with the teacher.



UNIT 2: Our Future

Speakers at events: In school life, you would have observed many events sitting in the audience. Have you paid attention to the different speaker roles? In any event you would have these four speaker roles:

Master of ceremonies: A person who makes announcements and ensures the flow of the event.

Welcome Address: A person who welcomes the audience, speaker(s) and organisers.

Guest Speaker: Someone who delivers the message of the day.

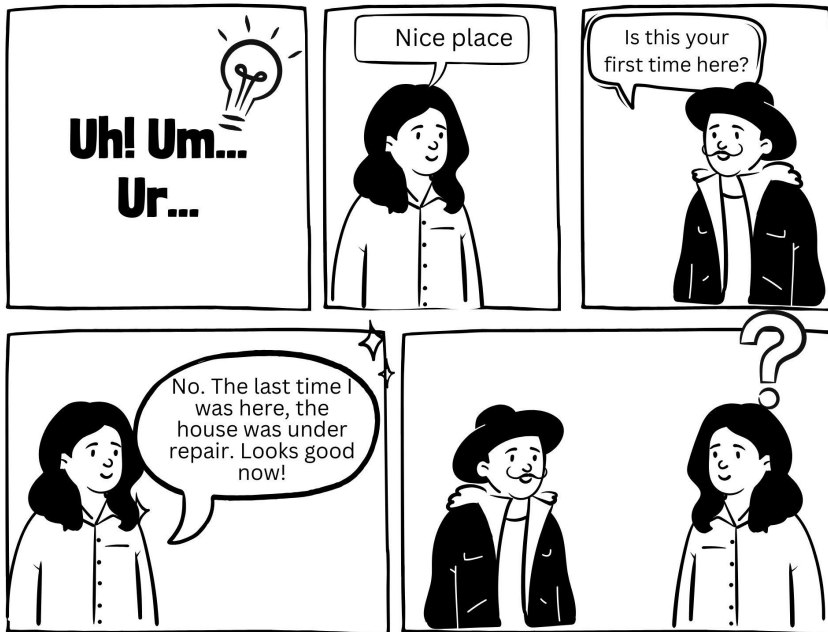
Vote of thanks: Someone who thanks the audience, speaker, organisers and everyone who played a part in ensuring the event was a success.

<p>Master of Ceremony (Ensures energy and mood of the event is maintained)</p> <p>Greets with enthusiasm</p> <p>Introduces speakers</p> <p>Thanks speakers</p> <p>Takes audience through the programme</p>	<p>Welcome Address (formally mentions every group of persons)</p> <p>Greets</p> <p>Welcomes</p> <p>Thanks for opportunity</p>
<p>Guest Speaker</p> <p>Greets</p> <p>Thanks for opportunity</p> <p>Shares message</p> <p>Closes/ calls for action</p>	<p>Vote of thanks</p> <p>Greets</p> <p>Thanks each one responsible for the event</p>

Activity 2.1: Choose a role and prepare a script for an event.



Building small talk



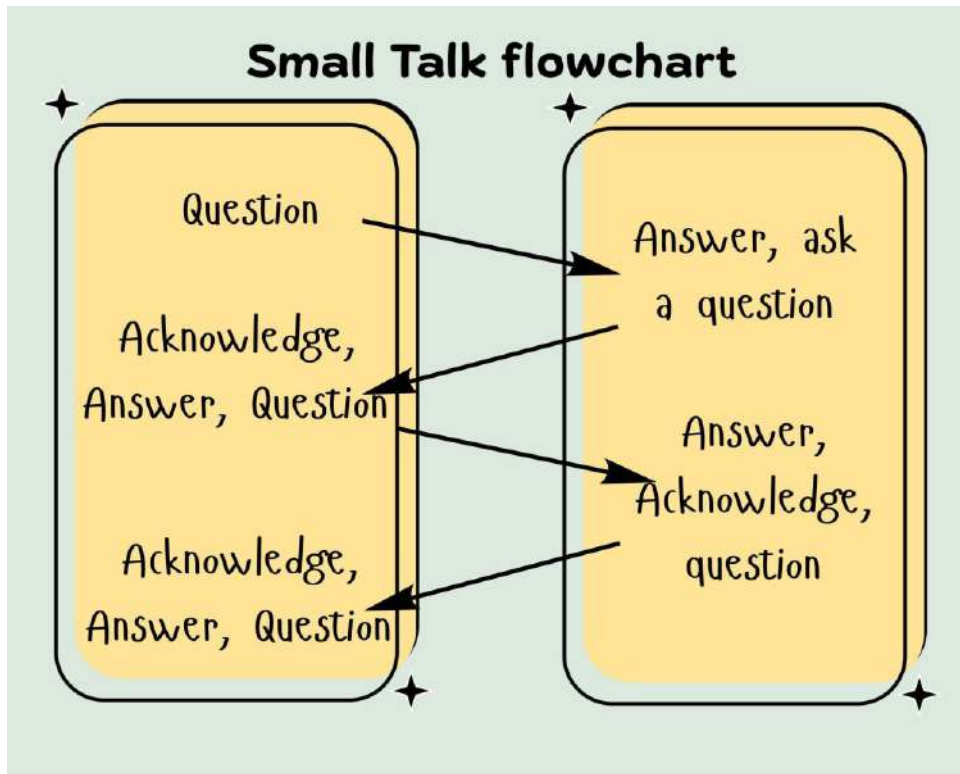
Did the conversation go well?

Small talk is a simple short polite conversation about everyday topics. It helps break the silence, build rapport and make people feel comfortable.

A lot of times, we get stuck and don't know how to respond. Here are some ways you could respond in a conversation:

1. **Back-channelling** is a way to let the other person know that you are listening, you could do this using
 - a. Words/ phrases: really? / Is it?/ OK/ Interesting
 - b. Sounds: Hmmm/ Uh-Oh/ Aahaa/
 - c. Showing gestures: nodding, smiling etc
2. **Acknowledge, Answer & Question:** Here you acknowledge the speaker by back channelling. If they have asked a question, give an answer and ask another question to build the conversation.





Activity 2.2: Use the principles of small talk and create a conversation with a partner:

- 2 people from different states meeting at a student conference.
- Waiting in a long queue to meet a doctor.
- Accidentally meeting an old friend in the park while doing exercise/ walking/ jogging
- Talking to a co-passenger in a bus/ train/ flight.
- Talking to an elderly relative at a family event.



UNIT 3: Our Society

Inviting someone: Read / Listen to the conversations below and observe how someone is invited to an event

Conversation 1

Girish: Namaste, Ms. Sangeetha.

Sangeetha: What a surprise! Please come in, Girish.

Girish: How are you? It has been a very long time since we met.

Sangeetha: Of course! I am sure something special brings you here.

Girish: You guessed it right! I have built a new house and am performing the housewarming ceremony.

Sangeetha: That's wonderful. Congratulations!

Girish: Thank you. It is on 26th June, Sunday at 8:00 a.m. Please bring your family too.

Sangeetha: Nice invitation, Nolumbur is it? I will certainly be there.

Girish: Thank you Sangeetha. I will get going. See you on 26th June.

Sangeetha: Sure Girish. Bye.

Conversation 2:

Dr. Janaki: Good morning, may I come in, Sir?

Commission: Yes, please have a seat.

Dr. Janaki: I am Dr. Janaki from Kalinga Arts College. Our Founder's Day is on 29th October at 5:00 p.m. We would be delighted to have you as our Chief Guest, Sir.

Commissioner: Thank you. I'll be happy to be present at the Founder's day celebrations.

Dr. Janaki: Thank you so much for accepting to come. We're looking forward to having you with us. I will email you the details as well, Sir.



When you invite, remember to

- Invite orally, follow up with written communication
- Give important details such as date, time and venue for the event.
- Politely thank the person for inviting you and express your pleasure in accepting the invitation.

Activity 3.1: Create a conversation with a partner to invite them to an event.

Activity 3.2: Watch the video and make notes and discuss in groups:

Title of the Video	Main Idea
The video talks about	New words I hear

Persuade with PREP: Point Reason Example Point is a strategy that can be used to structure a persuasive argument. Look at the argument below:

Topic: Which is better: studying alone or studying in a group?

I believe that studying in a group is better than studying alone. This is because studying in a group helps us understand topics better and learn from each other. For example, when I study mathematics in a group, one friend explains the sums, another gives shortcuts, and I can ask questions easily. If I don't understand something, my friends



help me immediately, and learning becomes faster and more interesting. So, I strongly feel that studying in a group is better than studying alone because it improves understanding and makes learning enjoyable.

I believe that studying in a group is better than studying alone.

This is because studying in a group helps us understand topics better and learn from each other.

For example, when I study mathematics in a group, one friend explains the sums, another gives shortcuts, and I can ask questions easily. If I don't understand something, my friends help me immediately, and learning becomes faster and more interesting.

So, I strongly feel that studying in a group is better than studying alone because it improves understanding and makes learning enjoyable.

POINT

REASON

EXAMPLE

POINT

Activity 3.3: Use PREP strategy and prepare your argument for one of the following statements/ questions:

1. Should students be allowed to bring their phones to school?
2. Should schools celebrate cultural events?
3. Discipline can be picked up at any time in life.
4. Using public transport should be made mandatory.
5. Children should be involved in family decision making from a very early age.



UNIT 4: Our vision for future

Introduction to Toastmasters' style of debate, discussion and public speaking:

There are 6 roles for the activity, the entire class will participate playing different roles in rotation. Depending on the strength of the class, a number of students may be allotted different roles. The Evaluators/ Timers/ Grammarians and Ah-counters work in teams.

The evaluator/ topic masters allot topics to the Scheduled speakers well in advance.

Agenda of the Toastmaster

- Welcome and introduction by Master Speaker
- Grammarian- to introduce word of the day
- Master speaker invites Topics Master/ Evaluator
- Topics Master introduces topics
- Master speaker invites speakers
- Master Speaker invites Evaluator to provide comments
- Master Speaker invites Grammarian to provide comments
- Master Speaker invites Ah-counter to provide comments
- Master speaker invites people to vote for the best speaker
- Announces and rewards the Best speaker
- Closes meeting

Master Speaker

The Master speaker sets the tone for the meeting. The main duties of the Toastmaster are:

- to coordinate and conduct the entire meeting
- introduce participants
- act as a genial host
- Introduce each speaker. After your introduction, wait for the speaker to come to the front. Return to your seat when they are in position.



- Lead the applause before and after, each prepared speech, and the General Evaluator's remarks.
- Conduct voting for the best speaker
- Present Awards

Tip to be a good Toastmaster

Start with a lot of energy, enthusiasm, and decisiveness.

Grammarian

The responsibilities of the grammarian are to introduce new words, comment on the language used during the course of the meeting, and to provide examples of good grammar and word usage.

- Announce the word of the day.
- State the part of speech, the definition, use it in a sentence, and invite everyone speaking during the meeting to use it.
- Briefly explain the role of the grammarian.
- Throughout the meeting, listen to each speaker's word usage.
- Write any awkward use or misuse of language (such as incomplete sentences or incorrect grammar) with a note of who erred.
- Create a list of members who used the word of the day (or a form of it) and note those who used it correctly.
- When called to give your report. Offer examples of correct usage in every instance in which there was misuse of grammar.
- Report the use of creative language and announce who used the word of the day (or a form of it) correctly.

Scheduled speaker

A major part of every Toastmasters meeting revolves around two or more scheduled speakers.

Benefits:



- Giving a prepared speech provides an excellent opportunity to practice your organization, and time management.

Tips:

- Avoid studying your speech notes while someone else is talking.
- When introduced, walk with confidence to the front of the class.
- After you finish your speech, wait for the Toastmaster to return to the front before taking your seat.
- During your speech evaluation, listen for helpful advice that will assist you in delivering better speeches in the future.

Topic Master and Evaluator

The role is to help members be more self-confident and improve their speaking skills.

- The evaluator provides feedback to the speaker. This feedback includes verbal and non-verbal communication.
- Evaluate based on criteria given on a scale of 1-5
- Write down specific comments for speakers and other roles
- Praise good work and acknowledge the same
- The general evaluator's speech is also timed to highlight key observations

Timer

An effective speaker has the ability to express themselves within a specific amount of time. Members rely on the timer to pace speeches and practice adhering to a time frame.

To fulfill the role of the timer, you must know each presenter's speech length. Prepared speeches can be in a range of 3-4 mins. Impromptu speeches can be 2-3 mins.

- Explain the timing rules at the start of the meeting.
- Be clear and concise as you describe your duties and report time.



- When introduced, explain the timing rules and demonstrate the signal device.
- Throughout the meeting, listen carefully to each participating member and signal speakers.
- Will also signal the Toastmaster when they have spoken for their allotted or agreed-upon time.
- Record each participant's name and the exact time they required to complete their speech.

Time instruction

- Each scheduled speaker gets 2-3 mins to speak on the topic
- At the end of 2 mins, the timer will raise their hands to signal to the speaker
- At the end of 3 mins the timer will clap their hands and ask the speaker to stop.

Ah- counter

The role of the Ah-Counter is to note unnecessary words and sounds used by members who speak during the meeting. Words or phrases that may be used inappropriately or unnecessarily include and, well, but, so, and you know. Sounds may include ah, um, and er.

- Explain the role of the Ah-Counter.
- Throughout the meeting, listen to speakers and note unnecessary words, sounds, and pauses.
- Tally the sounds or words each person uses throughout the meeting.



Reflections: Think about different things you have learnt during the speaking circles classes and fill in the table below:

1 things I learnt from the speaking classes

2 things I liked about the speaking classes

3 things I am sure to apply in my life

