



**BPW (*insert BPW Area*)**  
***Insert Contact Address***

## **BPW Public Speaking Competition for Young People 2023-24**

Dear Teacher

I am pleased to send you the Information Flyer, Guidelines, Entry Form and sample marking sheet for this year's Public Speaking Competition for Young People.

BPW is passionate about the Public Speaking Competition, as we believe that preparation for the competition will build key skills in researching, analysis, teamwork, and speaking in public - skills which are becoming increasingly important for employment. Teachers who have entered teams in past years tell us that taking part greatly enhances the confidence and self-esteem of their pupils, and it is a tribute to the value of the competition that year on year we have schools continuing to enter teams.

This year we have slightly revised our Guidelines, and would like to draw your attention to the section on timings, and also that the Chairman should not "make a speech" nor should the Expresser of Thanks thank BPW or the organisers in their remarks. Please do read these Guidelines carefully, and share them with your students. We have also put together some tips on public speaking which we hope will be useful in preparing your team(s). We have also put in place measures to ensure that we are compliant with GDPR and will require students and teacher(s) to have signed forms for permission to be photographed and for images to be used by BPW. (see Guidelines and attached forms)

This year we will hold (*Insert No of heats*) Regional Heats across (*insert area*) (see flyer). This should enable schools to compete at a venue in or close to their own locality. I would be grateful if you could provide both school and personal contact details - phone and email. Please also ensure that all details for team members are given, particularly the date of birth for each pupil.

The (*insert Area Name*) Final of the competition will be held on *Insert day, date, time and location*) Our BPW UK Interregional Public Speaking Championship will take place on Friday 15 March as part of the BPW UK Conference in Bristol.

Please note all entries should be sent to me – either by email to: (*enter email address*) or by post to me at the above address. On receipt of entries, we will be allocating teams to the relevant Regional Heats, and I will contact you with final details of venue and timing. Please note the closing date for entries for this year's competition is **(*enter date*)**.

Thank you for your interest and we look forward to your school participating in this year's competition. If you have not entered this competition before and would like to speak to me or perhaps a teacher who has entered teams in past years, please do not hesitate to contact me via mobile – (*enter phone number*) - or by email.

(*Name*), Public Speaking Convenor, BPW (*Area*)

*Attach logos of sponsors if required*