

CLAASS TALKS : GUIDELINES

Dear Alum

First of all thanks for accepting invitation to speak to the fellow students of your alma mater.

CLAASS TALKS is an event created by Civil Lines School Alumni Association (CLAASS) in which Alumni of the school interact with the students enlightening them about life after school, its challenges, its joys and sorrows, its defeats and victories and how to cope with it, through the story of their own journey.

We have had a few fellow alumni taking this session in the past and we have learnt from these experiences. After an elaborate discussion with the stake holders, teachers, students and alumni, we have captured our expectations and boundaries for the session. You would surely understand and appreciate that students are at a very impressionable age and take things rather seriously coming from illustrated alum like you. We strive to ensure creating an environment that is both motivating and controversy free for the students.

The guidelines are :

1. The talk is preceded and succeeded by a small introduction, some questions/reactions by the audience and vote of thanks; and the total duration of the event is restricted to one hour.
2. Keeping the above in view, your talk needs to be around 18-20 minutes.
3. It helps to have a written script of your talk and practiced in advance at a speed at which you will deliver it. This will give you a very fair idea of the time you will take at the event. Estimates in mind have been seen to be wrong, often.
4. Politics, religion and religious ideas must be out of your talk at all costs.
5. You, being a seasoned speaker, may decide your own pattern. Just in case you speak in public seldom, you may preferably structure you talk in three parts. An introduction, a main body of the talk and the conclusions.
6. The conclusions may be the “take home” points of your talk. Giving 1 to 3 clear and practical take home points is very helpful.
7. Another alternative effective way to structure your talk in 3 parts is
 - a) Narrate an incident from your time in school
 - b) Narrate an incident from the college/higher studies life
 - c) Narrate an incident from your professional lifeHaving a take home point from each episode and concluding your talk with clearly stating the take home points is one way of delivering a great talk.
8. You may also choose to pick up just one powerful idea and structure you whole talk around it. In such a case please do support your idea with some personal stories or anecdotes or powerful observations or original research work, that students find very illuminating.
9. Please keep in mind that you are addressing school children and there are certain ideas which are fine as an adult but should not be suggested to school children e.g. it is alright to say “I do not read newspapers to avoid negativity” in your friend circle but do not suggest it to the school children. School children need to be given the habit of reading newspapers to keep them updated of current affairs and useful in their near future. Please examine all your ideas on the above parameter.
10. Although the students in the school are illustrious and understand and follow English, it is the best to plan your talk in Hindlish. The ideas seem to get conveyed more powerfully.
11. We have found that none of the students in the school have any qualms about studying in a govt. school. They are as happy and proud of the school as we used to be. Please do not make any comment suggesting “public schools are better today”; or “Civil Lines School was better in old times”.
12. Try to make your talk a little interactive by involving the students. This will not only get you a little feedback during the talk but also get you a more attentive audience.

Get ready for the Happiness of coming back to your alma mater and talking to your successors.
HAPPY TALKING AND MOTIVATING THE NEXT GENERATION.