

## **How to Submit your Speech – School Entry**

If you are a teacher submitting a batch of entries on behalf of a school, please do the following:

Make an electronic recording of the speeches and save them as mp3 or wav files.

Name files along the lines of 'SURNAME\_SCHOOL NAME' (Variations may be made eg initials included if there are pupils with identical surnames)

Burn the sound files onto a CD.

Label the CD with the school name and key stage.

Individual application forms are not required, but please enclose a list of the following information:

- Name of school, name of teacher
- List of pupils entering with their dates of birth and key stage.
- A signed statement from yourself (the teacher) stating that the work is the pupils' own.

CD with accompanying paper work should be sent by the 31<sup>st</sup> of March to:

Miss Sachiko Yamaguchi  
Nihongo Cup  
King Edward VII School  
Glossop Road  
Sheffield  
South Yorkshire  
S10 2PW

Enquiries to [smiddleton@greenford.ealing.sch.uk](mailto:smiddleton@greenford.ealing.sch.uk) or [syamaguchi@kes.sheffield.sch.uk](mailto:syamaguchi@kes.sheffield.sch.uk)