

1) THE ICE BREAKER

- To begin speaking before an audience
- To discover speaking skills you already have and skills that need some attention.
- TIME: Four to six minutes.

2) ORGANIZE YOUR SPEECH

- Select an appropriate outline which allows listeners to easily follow and understand your speech.
- Make your message clear, with supporting material directly contributing to that message.
- Use appropriate transitions when moving from one idea to another.
- Create a strong opening and conclusion
- TIME: Five to seven minutes

3) GET TO THE POINT

- Select a speech topic and determine its general and specific purposes.
- Organize the speech in a manner that best achieves those purposes.
- Ensure the beginning, body, and conclusion reinforce the purposes.
- Project sincerity and conviction and control any nervousness you may feel.
- Strive not to use notes.
- TIME: Five to seven minutes

4) HOW TO SAY IT

- Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
- Use rhetorical devices to enhance and emphasize ideas.
- Eliminate jargon and unnecessary words. Use correct grammar.
- TIME: Five to seven minutes

5) YOUR BODY SPEAKS

- Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
- Make your body language smooth and natural..
- TIME: Five to seven minutes

6) VOCAL VARIETY

- Use vocal volume, pitch, rate and quality to reflect and add meaning and interest to your message.
- Use pauses to enhance your message.
- Use vocal variety smoothly and naturally.
- TIME: Five to seven minutes

7) RESEARCH YOUR TOPIC

- Collect information about your topic from numerous sources.
- Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.
- TIME: Five to seven minutes

8) GET COMFORTABLE WITH VISUAL AIDS

- Select visual aids that are appropriate for your message and the audience.
- Use visual aids correctly with ease and confidence.
- TIME: Five to seven minutes

9) PERSUADE WITH POWER

- Persuade listeners to adopt your viewpoint or ideas or to take some action.
- Appeal to the audience's interests.
- Use logic and emotion to support your position.
- Avoid using notes.
- TIME: Five to seven minutes.

10) INSPIRE YOUR AUDIENCE

- To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.
- Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.
- Avoid using notes.
- TIME: Eight to 10 minutes

PLEASE DO NOT WRITE ON THESE!!

***** RETURN TO SERGEANT AT ARMS AT THE END OF THE MEETING! *****

1) THE ICE BREAKER

- ❑ To begin speaking before an audience
- ❑ To help you understand what areas require particular emphasis in your speaking development.
- ❑ To introduce yourself to your fellow Club members.
- ❑ TIME: Four to six minutes.

2) SPEAK WITH SINCERITY

- ❑ To convince the audience of your earnestness, sincerity, and conviction on a subject you thoroughly understand.
- ❑ To confront and control any nervousness you may have
- ❑ TIME: Five to seven minutes

3) ORGANIZE YOUR SPEECH

- ❑ To organize your thoughts into a logical sequence that leads the audience to a clearly defined goal.
- ❑ To build a speech outline that includes an opening, body, and conclusion.
- ❑ TIME: Five to seven minutes

3) SHOW WHAT YOU MEAN

- ❑ To learn the value of gestures and body movements as part of a speech.
- ❑ To explore the different ways of using body language.
- ❑ To develop a sense of timing and natural, smooth body movement.
- ❑ TIME: Five to seven minutes

5) VOCAL VARIETY

- ❑ To explore the use of voice volume, pitch, rate, and quality as assets to your speaking.
- ❑ To achieve a pleasing natural voice quality when speaking.
- ❑ TIME: Five to seven minutes

6) WORK WITH WORDS

- ❑ To select precisely the right words required to communicate your ideas clearly and vividly.
- ❑ To avoid lengthy words and sentences and jargon.
- ❑ TIME: Five to seven minutes

7) APPLY YOUR SKILLS

- ❑ To bring together and apply the communication skills you have learned in the preceding projects.
- ❑ To organize your speech in a logical manner, following one of the suggested outlines.
- ❑ To research the facts needed to support your speech.
- ❑ To make a personal evaluation of your progress.
- ❑ TIME: Five to seven minutes

8) ADD IMPACT TO YOUR SPEECH

- ❑ To learn the value of props in speaking.
- ❑ To learn how to use props effectively in your presentations.
- ❑ TIME: Five to seven minutes

9) PERSUADE WITH POWER

- ❑ To present a talk that persuades the audience to accept your proposal or viewpoint.
- ❑ To achieve this persuasive effect by appealing to the audience's self-interest, building a logical foundation for agreement, and arousing emotional commitment to your cause.
- ❑ TIME: Five to seven minutes.

10) INSPIRE YOUR AUDIENCE

- ❑ To understand the mood and feelings of your audience on a particular occasion.
- ❑ To put those feelings into words and inspire the audience, using all the techniques you have learned so far.
- ❑ TIME: Eight to 10 minutes

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