



# Schuylkill Toastmasters

## THE ICEBREAKER

For your first speech project, you will introduce yourself to your fellow club members and give them some information on your background, interests, and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish.

### Objectives:

To begin speaking before an audience.

To discover speaking skills you already have and skills that need some attention.

Time: 4-6 minutes

What strong points does the speaker already have?

How well did the audience get to know the speaker?

Did the speech reflect adequate preparation?

Did the speaker talk clearly and audibly?

Did the speech have a definite opening, body, and conclusion?

Please comment on the speaker's use of notes.

What could the speaker have done differently that would have improved the speech?

What did you like about the presentation?



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## INSPIRE YOUR AUDIENCE

An inspirational speech motivates an audience to improve personally, emotionally, professionally, or spiritually and relies heavily on emotional appeal. It brings the audience together in a mood of fellowship and shared desire, builds the audience's enthusiasm, then proposes a change or plan and appeals to the audience to adopt this change or plan.

### Objectives:

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: 8-10 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

Was the speech topic relevant to the occasion selected?

Did the speaker understand and express the feelings and needs of the audience?

Was the speaker forceful, confident, and positive?

Did the speaker effectively use stories, anecdotes, and/or quotes to help convey his or her message?

Did the speaker's words convey strong, vivid mental images?

Did the speaker's use of body language enhance his or her message?

Did the speech uplift the audience and motivate them as the speaker intended?

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?



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## ORGANIZE YOUR SPEECH

Good speech organization is essential if your audience is to follow and understand your presentation. You must take the time to put your ideas together in an orderly manner. You can organize your speech in several different ways; choose the outline that best suits your topic. The opening should catch the audience's attention, the body must support the idea you want to convey, and the conclusion should reinforce your ideas and be memorable. Transitions between thoughts should be smooth.

### Objectives:

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: 5-7 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

Speech Value (interesting, meaningful to audience)

Preparation (research, rehearsal)

Organization (logical, clear)

Opening (attention-getting, led into topic)

Body (flowed smoothly, appropriate support material)

Conclusion (effective)

Transitions (appropriate, helpful)

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?



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## GET TO THE POINT

Every speech must have a general and a specific purpose. A general purpose is to inform, to persuade, to entertain or to inspire. A specific purpose is what you want the audience to do after listening to your speech. Once you have established your general and specific purposes, you'll find it easy to organize your speech. You'll also have more confidence, which makes you more convincing, enthusiastic and sincere. Of course, the better organized the speech is, the more likely it is to achieve your purpose.

### Objectives:

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: 5-7 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

The general purpose of the speech was clear.

The specific purpose of the speech was clear.

The speech organization supported the speech's specific purpose.

The main points and supporting material contributed to the speech's specific purpose.

The beginning, body, and conclusion reinforced the speech's specific purpose.

The speaker achieved the specific purpose.

The speaker appeared confident and sincere, with minimal nervousness.

The speaker did not rely on notes throughout the speech.

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?



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## HOW TO SAY IT

Words are powerful. They convey your message and influence the audience and its perception of you. Word choice and arrangement need just as much attention as speech organization and purpose. Select clear, accurate, descriptive and short words that best communicate your ideas and arrange them effectively and correctly. Every word should add value and meaning to the speech.

### Objectives:

Select the right words and sentence structure to communicate your ideas clearly and accurately.

Use rhetorical devices to enhance and emphasize ideas.

Eliminate jargon and unnecessary words. Use correct grammar.

Time: 5-7 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

Was the speech topic appropriate for this particular assignment?

Did the speaker use short, simple, clear words?

Did the speaker use vivid, descriptive words that created mental images?

Did the speaker use words that had more than one meaning or were inaccurate?

Were the speaker's sentences short, simple, and understandable?

Did the speaker use rhetorical devices to enhance his/her ideas?

Did the speaker avoid jargon and unnecessary words?

Did the speaker use proper grammar and pronunciation?

Was the speech purpose clear?

Was the speech effectively organized?

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?



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## YOUR BODY SPEAKS

Body language is an important part of speaking because it enhances your message and gives you more credibility. It also helps release any nervousness you may feel. Stance, movement, gestures, facial expressions, and eye contact help communicate your message and achieve your speech's purpose. Body language should be smooth, natural, and convey the same message that your listeners hear.

### Objectives:

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: 5-7 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

Topic Selection

Preparation

Manner

Posture

Gestures

Body Movement

Eye Contact

Facial Expression

Speech Purpose

Speech Organization

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?



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## VOCAL VARIETY

Your voice has a major effect on your audience. A lively, exciting voice attracts and keeps listeners' attention. A speaking voice should be pleasant, natural, forceful, expressive, and easily heard. Use volume, pitch, rate, and quality as well as appropriate pauses to reflect and add meaning and interest to your message. Your voice should reflect the thoughts you are presenting.

### Objectives:

Use voice, 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: 5-7 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

Topic Selection

Volume

Rate

Pitch

Quality

Pauses

Expressiveness

Vocal Variety

Organization

Word Usage

Body Language

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?



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## RESEARCH YOUR TOPIC

Your speech will be more effective if you can support your main points with statistics, testimony, stories, anecdotes, examples, visual aids, and facts. You can find this material on the Internet, at a library, or other places.

### Objectives:

Collect information about your topic from numerous sources.

Carefully support your points and opinions with specific facts, examples and illustrations.

Time: 5-7 minutes

How well did the speaker's topic apply to the audience?

Was the topic well researched?

How well did the speaker support his or her main points?

Was the support material appropriate for the point made?

Did the speaker vary types of support material?

How clear was the speaker's purpose?

Was the speech effectively organized?

Did the speaker take advantage of body language and vocal variety?

What could the speaker have done differently to improve the speech?

What did you like about the speech?



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## GET COMFORTABLE WITH VISUAL AIDS

Visual aids help an audience understand and remember what they hear; they are a valuable tool for speakers. The most popular visual aids are computer-based visuals, overhead transparencies, flip charts, whiteboards, and props.

The type of visual aid you choose depends on several factors, including the information you wish to display and the size of the audience. Visuals must be appropriate for your message and the audience and be displayed with ease and confidence.

### Objectives:

Select visual aids that are appropriate for your message and the audience.

Use visual aids correctly with ease and confidence.

Time: 5-7 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

Were the visual aids appropriate for the speech and message?

Did each visual aid help you to understand and remember the speaker's point?

Was each visual aid clearly visible?

If the speaker used computer-based visuals or overhead transparencies, was each visual easy to read and well-designed?

Did the speaker use the visual aids smoothly and with confidence?

How clear was the speaker's purpose?

Did the speaker use body language to reinforce the message?

Was the speaker's word choice effective and appropriate?

Was the speech well-researched?

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?



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## PERSUADE WITH POWER

The ability to persuade people--getting them to understand, accept, and act upon your ideas--is a valuable skill. Your listeners will more likely be persuaded if they perceive you as credible, if you use logic and emotion in your appeal, if you carefully structure your speech, and if you appeal to their interests. Avoid using notes because they may cause listeners to doubt your sincerity, knowledge, and conviction.

### Objectives:

Persuade listeners to adopt your viewpoint or ideas to take some action.

Appeal to the audience's interests.

Use logic and emotion to support your position.

Avoid using notes.

Time: 5-7 minutes

EXCELLENT    SATISFACTORY    COULD IMPROVE    SUGGESTIONS

Did the speaker project sincerity and conviction?

Was the speaker a credible source of information about this topic?

Did the speaker phrase his/her appeal in terms of the audience's self interest?

Did the speaker use facts and logical reasoning to support his/her views?

Did the speaker properly use emotion to persuade the audience to support his/her views?

Was the speech organization effective?

Did the speaker's body language and vocal variety contribute to the message?

Were you persuaded to accept the speaker's views?

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?