

Communication and Leadership Speech Manual Objectives

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: 4 to 6 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: 5 to 7 minutes

3.

ORGANISE YOUR SPEECH

- To organise 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: 5 to 7 minutes

4.

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: 5 to 7 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: 5 to 7 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: 5 to 7 minutes

7.

APPLY YOUR SKILLS

- To bring together and apply the communication skills you have learned in the preceding projects.
- To organise 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: 5 to 7 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: 5 to 7 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: 5 to 7 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: 8 to 10 minutes

Advanced Manuals

THE ENTERTAINING SPEECH *

- Entertain the audience through use of humour and/or drama drawn from your personal experience.
- Organise an entertaining speech for maximum audience impact.

* *Note - This the first speech from one of the most popular Advanced Manuals*

TIME: 5 to 7 minutes