

# TOASTMASTERS OF LA JOLLA - SPEECH OBJECTIVES

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**NOTE: THERE ARE TWO C&L MANUALS. SELECT OBJECTIVES FROM THE CORRECT MANUAL**  
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## 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

## 3) 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