

SECTION 3.6.1

Appendices

Project Basics - Level One

Effective Communicator

Alternative Assignments

OCCUPATIONAL INTERESTS SPEECH

(Recommended time: 5 - 7 minutes)

- Purpose:**
- To interest your audience in your own occupation, interests or ambitions.
 - To provide further practice in logical arrangement of material.
 - To speak for a specified time on a familiar topic with very little use of notes.

- Presentation:**
- Select your own profession (past or present), your ambitions, your club activities or your daily routine as a basis for your speech.
 - Arrange your material in clear and concise order, e.g. profile what your profession involves each day, how your work is part of a large organization, elaborate on the clubs to which you belong, or outline a typical day in your life.
 - Avoid over-use of statistics.
 - Do not read your speech - talk about your subject.
 - Concentrate on interesting your audience by use of anecdotes, personal experiences, humor and vocal variety.

Goals: This speech is to enable you to have further experience in delivering a prepared speech. Because the subject is familiar to you, this speech will be judged more critically than previous speeches in this handbook.

EVALUATION OF OCCUPATIONAL INTERESTS SPEECH

DATE:
TIME STATED:

SUBJECT:
TIME TAKEN:

To the Evaluator: The purpose of this speech is to arouse the audience’s interest in the speaker’s own occupational interests. There should be very little reference to notes and a logical arrangement of material presented.

- 1. Was the speaker’s purpose evident throughout the speech? _____
- 2. Was the subject matter arranged logically? _____
- 3. Comment on use of notes _____
- 4. Was the audience’s attention and interest held for the full time? _____
- 5. Comment on use of gesture(s) _____
- 6. Comment on voice variation _____
- 7. Comment on use of humor & anecdotes _____

8. Was the speech over or under the stated length of time? _____
Additional Comments: _____

Suggestions for improvement: _____

Evaluator’s Signature: _____

General evaluator’s comment & signature: _____

Accreditation Certification:
Accredited: Yes/No
Accreditation Chairman’s Signature:



Narrative Assignment (Telling a Story)

(Recommended time 10 - 20 minutes)

Definition: The telling of a happening, or connected series of happenings whether true or imaginary. An account or a narration.

Purpose: To develop further building and recording of the speaker's repertoire of collected speeches and ideas.

Preparation:

1. Audience analysis - know your audience:
 - (a) review age, interests, general characteristics and susceptibilities;
 - (b) gear your story to your audience.
2. Select a story with a plot. Your story must have a point and unity. Without a firm though simple plot it will have neither. Description and dialogue are further necessary ingredients of a story worth telling.
3. Reconstruction of the story for telling.
 - (a) Understand the purpose of the story.
 - (b) Analyse the story and write an outline. Consider: What is it about? What is the climax? Which events are necessary links in the narrative? How much is pure description?
 - (c) Perfect the skeleton or outline of your story:
 - (i) introduction -select details to use that clarify what will follow. Include words or phrases which will set the mood;
 - (ii) body - choose a simple story sequence from the beginning to the climax. Reduce a long story to only those incidents necessary to the main story. Should the story have two threads, then eliminate one;
 - (iii) conclusion - keep it brief, merely draw the story to a satisfactory close.
 - (d) Now you are ready to build on the skeleton or the outline, filling it in so that the details come alive. Language must be direct, swift and unimpeded. It must also be colorful and easily understood. You are telling this story; you cannot go back to page 3 as though you were reading it.
 - (e) Now read the story (your story) thoughtfully, marking effective words or phrases. Re-read aloud repeatedly, experimenting with pauses for emphasis, suspense or emotion.

Presentation: Live your story as you tell it to your audience and as you do, your voice, enunciation and tempo will respond. Make its message your message. Speak dramatically with change of voice and facial expressions. Be spontaneous. Make the climax effective, dramatic, tense and follow with the conclusion.

NOTE: This assignment is learnt not memorised.

EVALUATION OF NARRATIVE ASSIGNMENT

DATE:
TIME STATED:

TITLE:
TIME TAKEN:

To the Evaluator: This assignment concentrates on the art of telling a story as opposed to reading it. The main aim is to interest and entertain the audience, through dramatic recreation of character and incident. Notes should not be used and the audience should be absorbed and attentive.

Comment on:

Opening statement: _____

Vocal variation and expression: _____

Eye contact: _____

Facial expressions: _____

Gestures: _____

Climax of story: _____

Chronological presentation of story _____

Audience reaction: _____

Notes: _____

Suggestions for improvement: _____

Evaluator's Signature: _____

General evaluator's comment & signature: _____

Accreditation Certification:

Accredited: Yes/No

Accreditation Chairman's Signature:

Book Report

(Recommended time: 3 - 5 minutes)

Purpose: Report briefly on a book, its author, skeletal plot and reasons why the audience should read this particular book.

Preparation:

1. Choose a book you have read and would recommend to others. You will need information about the author, publisher, date of publication, price and where it can be purchased.
2. Make an outline to include an introduction, body and conclusion. Plan the report carefully following this outline.
3. Plan to display the book and make an exciting introduction. Give pertinent examples about the general theme of the book.
4. Give the qualifications of the author, explain the setting and time period used. Make brief comments about the plot and main characters. Select one or two very short excerpts to read that will illustrate the writing style of the author. Briefly explain the main theme, omitting enough to entice the audience to read the book. Prepare a precise synopsis of the plot, excluding the climax to whet the appetite of your listeners. Edit carefully as it is easy to have too much material for this assignment - give just enough information for the audience to want more.
5. Give reasons why you recommend this book. Refer back to your introductory statements.

Presentation:

1. Speak with confidence. Rehearse your speech. Be conversant with the material and enthusiastic about the book. Use notes. Do not read, except when reading the selected excerpts.
2. Handle the book easily but do not allow it to become a barrier between you and the audience. Show it at the beginning and end of the presentation and use it to read excerpts having carefully marked them so that they can be easily found.
3. Use appropriate gestures. Body language and natural gestures will make this presentation more interesting.
4. Vary pace of speaking. Use pause to allow audience to absorb what you are telling them.
5. Enjoy your assignment. The more your enjoyment shows the more successful you will be in enticing the audience to read the book.

EVALUATION OF BOOK REPORT

DATE:
TIME STATED:

SUBJECT:
TIME TAKEN:

To the Evaluator: You should have thoroughly read the speaker's guidelines (previous page) for this assignment. Remember that this is only a book report, with the aim of encouraging other members to read the book presented. This speaker is becoming more experienced but may need to use printed or written material to present accurate information.

Comment on:

Introduction of speech: _____

How interest was created in the book: _____

Organization of speech: _____

Clarity of speech and delivery: _____

Information given: _____

How fairly expressed were speaker's opinions? _____

Were other opinions given as comparison or corroboration? _____

Evaluator's signature: _____

General evaluator's comment & signature: _____

Accreditation Certification:

Accredited: Yes/No

Accreditation Chairman's Signature: