

# SECTION 3.6.2

Appendices

Project Basics - Level Two

Proficient Communicator

Alternative Assignments

# SPEECH

## REQUIRING MINIMUM PREPARATION

(Time 4 - 7 minutes)

**Purpose:** To provide experience in speaking for a longer time with little or no preparation or awareness of the subject chosen. The practice of drawing on your experience and memory for facts and information develops the ability to make quick decisions, to form opinions speedily and to marshal points to support your decisions. This speech differs from the impromptu in that the speaker is given some warning of what the topic will be.

**Suggested Methods:**

1. The speaker is given three subjects at the previous meeting and is told at the beginning of the speaking program which subject has been chosen.
2. The speaker is given three subjects at the very beginning of the meeting and selects one on which to speak.
3. The subject is announced at the beginning of the speaking program by the compère (program leader).

**Preparation:** *For Method 1:* Before the meeting decide what your aim and object will be for each subject and prepare headings. Do not try to include too much detail: concentrate on broader issues.

*For Method 2:* Do not select your subject immediately unless you have a specialised knowledge of, or interest in, one particular topic. Allow yourself a few minutes to consider all three. Decide on your aim and method of treatment. Make brief headings if necessary.

*For Method 3:* As soon as the subject is announced try to organise your thoughts so that you know when you rise, the main points you wish to make and the method you will use when you rise to speak.

**General:** You may develop your speech by one of these methods: past, present and future; good and bad aspects; specific examples; narration; problem and solution; personal and general interest; local and national interest.

**Presentation:** Refer to outline for the Impromptu Speech. Appear as confident and forceful as possible; beware of “um” and “ah” when you pause. Do not fidget or move excessively at the lectern. If ideas fail you, conclude with a brief summary and restatement of your main idea - never say “that’s all I can think of”. This speech is another variation of the Impromptu Speech.

# EVALUATION OF SPEECH REQUIRING MINIMUM PREPARATION

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the Evaluator:** Consider the orderly impact of this speech and its impact on the audience. Look for fluency, use of pause, nervous mannerisms. It should not be obvious to a listener that the speaker has had limited time for preparation. Some people need more time than others and should be evaluated according to ability and experience as a speaker.

**Comment on the following:**

Construction of speech: \_\_\_\_\_

Fluency: \_\_\_\_\_

Use of notes: \_\_\_\_\_

Vocabulary: \_\_\_\_\_

Poise and platform appearance: \_\_\_\_\_

How obvious was it that the speaker had limited preparation time? \_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

Additional comment: \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**General Evaluator's comment and signature:** \_\_\_\_\_

**Accreditation Certification:**

**Accredited: Yes/No**

**Accreditation Chairman's signature:**

# EXTEMPORANEOUS SPEECH

(Time 5 - 7 minutes)

**Purpose:** To gain experience in speaking extemporaneously, i.e. giving a speech in which the ideas have been selected and outlined within a very short space of time and the speech itself has not been written out completely nor planned.

**Suggested Methods:**

You will be given three subjects ten minutes prior to speaking. You will choose one of these topics to speak on and have ten minutes planning time in a quiet room alone. This assignment is designed to prepare you for presenting your completely impromptu speech.

**Preparation:**

- Prepare headings and assemble them in a chronological order.
- Know what you want to achieve with each heading.
- Prepare an opening statement and a concluding statement.
- Remember the ordinary rules of a prepared speech as this is how your speech will be evaluated.
- Relax, give the impression that you enjoy speaking and that this type of assignment is well within your capabilities.

Most people in public positions have to become experts at this type of speaking.

# EVALUATION OF EXTEMPORANEOUS SPEECH

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the Evaluator:** The speaker has 10 minutes to prepare thoughts on 1 of 3 subjects. Look for logical development of ideas, an introduction, a middle and a wellrounded conclusion. Notes may be used but this cannot be a prepared speech as such.

**Comment on:**

Opening statement: \_\_\_\_\_

Development of a central theme: \_\_\_\_\_

Originality of content: \_\_\_\_\_

Audience interest: \_\_\_\_\_

Appropriateness of conclusion: \_\_\_\_\_

Vocal variation: \_\_\_\_\_

Platform appearance: \_\_\_\_\_

Facial expressions and gestures: \_\_\_\_\_

Achievement of purpose: \_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**General Evaluator's comment and signature:** \_\_\_\_\_

**Accreditation Certification:**

**Accredited:** Yes/No

**Accreditation Chairman's signature:**

# SYMPOSIUM

(3 to 4 speeches - each 5 minutes)

- Purpose:**
- To enable a number of speakers to present a thorough coverage of a subject that would be too extensive for one speaker giving a short talk;
  - to give training in the study, planning, preparation and outlining necessary for joint participation; and
  - to give practice in clear thinking, in working with others and in encouraging spontaneous discussion by an audience.

- Presentation:**
1. Thorough advanced study and planning is necessary.
    - All participants should meet to plan the outline and procedure and to divide the material to be presented into specific portions.
    - The speakers should know their subject and their particular aspect well enough to answer questions from the audience at the end of the speeches.
  2. The compère (program leader) will present each speaker in turn giving the title of the speech which deals with each speaker's portion of the full subject.
  3. Avoid overlapping of material, but see that as many aspects as possible are covered. At the end of speeches the compère or panel chairman will open the subject to general discussion by the audience and the panel.

- Suggestions:**
- All participants must be able to refute arguments objectively and state opinions without personal remarks or emotions.
  - Discussions should continue until debated points are disposed of at least temporarily. Individual speakers should consider the co-operative success of the entire panel rather than merely their own participation.
  - All participants should be ready to answer questions during discussion time.

**Goal:** To present a subject from all angles so that the audience is stimulated to ask more about it from the speakers.

# EVALUATION OF SYMPOSIUM ASSIGNMENT

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the Evaluator:** You must consider the presentation as a whole and the part played in it by the speaker you are evaluating. You will be judging the effectiveness of material and delivery plus the speaker's contribution to the success of the venture. Praise any points you consider telling and relevant.

**Comment on:**

The definition of the subject: \_\_\_\_\_

How adequately it was explored: \_\_\_\_\_

How well the speaker knew the subject: \_\_\_\_\_

The presentation of the material: \_\_\_\_\_

Appropriateness and pertinence of points covered: \_\_\_\_\_

Use of notes: \_\_\_\_\_

Relevancy of material in relation to other speakers: \_\_\_\_\_

Use of gestures and delivery: \_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**General Evaluator's comment and signature:** \_\_\_\_\_

**Accreditation Certification:**

**Accredited:** Yes/No

**Accreditation Chairman's Signature:**

# TRAVELOGUE

(Time: 10 minutes - 1 hour)

**Purpose:** The purpose of a travelogue is to deliver a speech on the some aspect of the speaker's travels. This may be a relatively short speech covering a specific aspect of a trip or may be a much longer delivery covering the entire trip. The aim is to entertain and inform, thus enthusing members of the audience to travel.

**Preparation:**

- Much of the preparation for this speech will have been done during the speaker's travels. If you know that you are to deliver a travelogue at a later stage it pays to keep a diary during the trip for easy reference on your return when needing to plan the speech.
- Find out for how much speaking time you have been allocated. This will then govern how much of your travels you speak about.
- Language used should be picturesque using vivid word pictures.
- This speech lends itself to the use of visual aids.
- Your speech will be more entertaining if you prepare headings, not fully typed notes, to speak from.
- If you have props in the way of mementoes have them ready to display when you are called on to speak. The speaker should not be organising the display of these whilst commencing the speech.
- Plan your opening and concluding statements and ensure that you conclude the speech within the time allotted. If there is to be a question time then the speech should be concluded several minutes earlier to allow time for the questions unless this has been programmed separately.

**Presentation:**

1. Try to deliver this speech away from the lectern.
2. This assignment lends itself to descriptive language, gestures and lively facial expressions.
3. Make the most of sharing anecdotal experiences.
4. It is not essential that the speech should follow the chronological order of your itinerary but by doing so this should help you to keep to the time allotted and be aware of how much more you wish to say.
5. If the time you have been given to present the travelogue is relatively short (10-20 minutes) then choose specific instances from the trip to share with the audience and ask to be programmed again at another meeting to present further aspects of your travels.
6. This speech should entertain and inform.



# EVALUATION OF TRAVELOGUE

**DATE:**  
**TIME STATED:**

**SUBJECT:**  
**TIME TAKEN:**

**To the Evaluator:** Read the guideline comments for presenting a travelogue from the previous page. It is extremely important that the speaker keeps to the allotted time. Members of the audience should be able to feel that they have also lived this experience.

**Comment on:**

Use of notes: \_\_\_\_\_

Use of visual aids: \_\_\_\_\_

Opening statement: \_\_\_\_\_

Concluding statement: \_\_\_\_\_

Body of the speech: \_\_\_\_\_

Gestures: \_\_\_\_\_

Language used: \_\_\_\_\_

Entertainment value: \_\_\_\_\_

Information value: \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

**General Evaluator's comment and signature:** \_\_\_\_\_

**Accreditation Certification:**

**Accredited: Yes/No**

**Accreditation Chairman's Signature:**