

COMMUNICATION AND LEADERSHIP PROGRAM OUTLINE

1. *The Ice Breaker*

Objectives

- 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: Four to six minutes.

2. *Speak With Sincerity*

Objectives

- 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: Five to seven minutes.

3. *Organize Your Speech*

Objectives

- To organize 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: Five to seven minutes.

4. *Show What You Mean*

Objectives

- 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 movements.

Time: Five to seven minutes.

5. *Vocal Variety*

Objectives

- 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: Five to seven minutes.

6. *Work With Words*

Objectives

- To select precisely the right words required to communicate your ideas clearly and vividly.
- To avoid jargon, lengthy words and sentences.

Time: Five to seven minutes.

7. *Apply Your Skills*

Objectives

- To bring together and apply the communication skills you have learned in the preceding projects.
- To organize 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: Five to seven 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: Five to seven minutes.

9. *Persuade With Power*

Objectives

- 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: Five to seven minutes.

10. *Inspire Your Audience*

Objectives

- To understand the mood and feelings of your audience on a particular occasion.
- To put those feelings into words and inspire your audience, using all the techniques you have learned so far.

Time: Eight to ten minutes.

Note: Since this speech will be longer than your previous talks, make arrangements in advance with your club's Vice President Education for the extra time.

Prepared by Peter Bunce, DTM-S, District 52's Area 4 Governor (1995 - 1996)

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