

Speech Introduction

Name: _____

Title/Position: _____

How long have you been in Toastmasters? _____

How long have you been in your club? _____

New accomplishment to share with the club:

Speech # _____ Speech Title: _____

- _____ 1. **Icebreaker:** To begin speaking before an audience and introduce the speaker to fellow club members. To help the speaker understand what areas require particular development.
- _____ 2. **Organize Your Speech:** To demonstrate the components of an organized speech with a clear introduction, speaking points and conclusion.
- _____ 3. **Get to the Point:** To prepare a speech that has a clear general purpose (to inform, persuade, entertain or inspire) and a specific purpose.
- _____ 4. **How to Say It:** To use words and arrangements of words that effectively communicate his or her message to the audience.
- _____ 5. **Your Body Speaks:** To use stance, body movement, gestures, facial expressions and eye contact that illustrate and enhance his or her verbal message.
- _____ 6. **Vocal Variety:** To use a voice that is pleasing to listen to, with proper balance of volume, pitch and rate, and use pauses to enhance his or her message.
- _____ 7. **Research your Topic:** To select a subject of importance to the audience that requires a large amount of research.
- _____ 8. **Get Comfortable with Visual Aids:** To present a speech that uses two or more visual aids.
- _____ 9. **Persuade with Power:** To present a persuasive speech that combines logical support for his/her viewpoint with a strong emotional appeal.
- _____ 10. **Inspire your Audience:** To understand the mood and feelings of the audience and put those feelings into words.