Specialty Speeches
Project Speech Instructions

Speak Off The Cuff

Training and practice in impromptu speaking builds your confidence and expands your abilities as an effective communicator. Look for opportunities to get experience in this area so you will be better able to express your ideas in the various meetings, sessions, classes, clubs, and conferences in which you participate.

On slips of paper, write down five general topic areas with which you are familiar. Give them to your speech evaluator before the meeting. He or she will select one at random and you will deliver a five to seven-minute impromptu speech on that subject.

Uplift The Spirit

Prepare, rehearse, and deliver an eight to ten minute inspirational speech. Your topic may be selected from among the following categories: keynote address, political presentation, stockholders meeting, trade association or union meeting, sales convention rally, testimonial dinner or organization banquet, sports rally, sales rally, religious service. Use language and style appropriate to the occasion and remember your goal is to uplift the spirit of the audience.

Sell A Product

Prepare and deliver a sales presentation from ten to twelve minutes that involved the sale of either a service, a product, or both. This might include a talk for fund raising or support of a community activity. Remember to strive for qualities of sincerity and to speak convincingly and knowledgeably about the value of your service or product, highlighting the benefits.

Read Out Loud

Select a literary work that appeals to you and that you believe will appeal to an audience. Analyze the material according to the guidelines discussed in the chapter to determine if it is appropriate and clearly understandable for oral presentation. Edit and rehearse the material to a polished performance level. Prepare an introduction and transitions as necessary.

In preparation you may find it helpful to playback your reading on a tape recorder to hear your voice, or stand before a mirror to see the effect of your appearance. Try out your reading on several different audiences (family, friends) before giving the presentation to the Club. The time for this presentation is twelve to fifteen minutes.

Introduce The Speaker

Your project is to be toastmaster of the meeting, fulfilling the functions of that position for the duration of the meeting. Remember to keep your introductions brief, within one to three minutes and adhere to the following guidelines:

- The Opening: Capture the audience’s attention and emphasize the importance of the speaker
- The Body: Why this speaker? Why this subject? Why this audience? Why at the time?
- The Conclusion: The lead-in to your actual presentation of the speaker.

At the end of the program, briefly thank speakers, then introduce the Club President, who will conclude the meeting.

Remember, you are the intermediary between the speaker and the audience. When you have completed your introduction, welcome the speaker with applause. Wait until the speaker arrives at the lectern and greet him or her before returning to your seat. While seated, you are providing the cues that tell the audience how to respond to the speaker. Listen attentively and with appreciation. At the conclusion of the speech, stand and begin the applause, walk to the lectern, and publicly thank the speaker on behalf of the audience.