The Technical Briefing

For this speech project, prepare and deliver an 8 to 10 minute briefing. It should contain technical information drawn from your career, profession or hobby that is aimed at the interests and knowledge levels of your audience. Follow the outline presented in the Technical Presentations manual. Don't neglect effective delivery – employ body language, vocal variety and enthusiasm to make your speech meaningful and interesting. Your opening should capture attention, stimulate audience interest, and state your main message. Include a few primary points that support this message, and illustrate them with appropriate example and data. Your goal in presenting this technical briefing is to create understanding among your listeners and every aspect of your speech should reflect this.

The Proposal

Using technical material drawn from your career or profession, design a proposal that advocates a product, service, idea or course of action. If you wish your fellow members to play a role, have the Toastmaster explain the situation in advance.

Develop a main message expressed in terms of benefits to the audience. Present your recommendation at the beginning of your speech, then support it with key points, examples, and data. Following your eight-to-ten minute proposal, spend three-to-five minutes answering questions, then present a brief but strong summary of your message. Use a flipchart, preparing the pages in advance; your visuals may include key points, simple charts or graphs or a combination of these.

The Nontechnical Audience

Plan, prepare and deliver a 10-to-12 minute speech in which you convey technical information drawn from your career or profession to a nontechnical audience. If yours is a company Toastmasters Club or one in which your fellow members share your technical expertise, this project may require them to “role play.” Be sure they are notified of this in advance.

For this project, use an projector to illustrate your message; you'll find tips for using them effectively in the back of the Technical Presentations manual. Also, notify your audience beforehand that you will accept questions at any time during your presentation. To avoid going overtime, you’ll have to make your answers brief and direct.
**Presenting a Technical Paper**

For this speech project, prepare a technical paper drawn from your professional field, then orally present its highlights in a 10- to 12-minute speech. In most cases, the members of a Toastmasters Club have far different knowledge levels that the members of your technical association. As a result, you should carefully tailor your presentation to their interests and needs. Use audiovisual aids to illustrate your presentation, making visuals bold, simple, and colorful. Strive to make your speech interesting, using vocal variety, body language, and other delivery skills you have learned.

**The Team Technical Presentation** (20-30 minutes)

See Technical Presentations manual.