

Completed the following competent communication projects at Pioneer Valley Toastmasters club meetings:

- 1) **The Ice Breaker:** Objective is to begin speaking before an audience and to discover speaking skills you already have and skills that need some attention.

Title: *Strength in Speech*

Time: Four to six minutes

- 2) **Organize Your Speech:** Objective is to select an appropriate outline which allows listeners to easily follow and understand your speech. Make your message clear, with supporting material directly contributing to that message. Use appropriate transitions when moving from one idea to another. Create a strong opening and conclusion.

Title: *Write Right*

Time: Five to seven minutes

- 3) **Get to the Point:** Objectives are to select a speech topic and determine its general and specific purposes, and organize the speech in a manner that best achieves those purposes. Ensure the beginning, body and conclusion reinforce those purposes. Project sincerity and conviction and control any nervousness you may feel. Strive not to use notes.

Title: *All Hail Snail Mail*

Time: Five to seven minutes

- 4) **How to Say It:** Objective is to select the right words and sentence structure to communicate your ideas clearly, accurately and vividly. Use rhetorical devices to enhance and emphasize ideas. Eliminate jargon and unnecessary words. Use correct grammar.

Title: *Good Gift, Bad Gift*

Time: Five to seven minutes

- 5) **Your Body Speaks:** Objective is to use stance, movement, gestures, facial expression and eye contact to express your message and achieve your speech's purpose. Make your body language smooth and natural.

Title: *Stress to Success*

Time: Five to seven minutes

- 6) **Vocal Variety:** Objective is to use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message. Use pauses to enhance your message. Use vocal variety smoothly and naturally.

Title: *Saving Springfield Shriners*

Time: Five to seven minutes

- 7) **Research Your Topic:** Objective is to collect information about your topic from numerous sources. Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.

Title: *Effective Blogging*

Time: Five to seven minutes

- 8) **Get Comfortable with Visual Aids:** Objectives are to select visual aids that are appropriate for your message and the audience, and use visual aids correctly with ease and confidence.

Title: *I Want My Own TV* (a speech on shooting, producing and editing videos)

Time: Five to seven minutes

- 9) **Persuade with Power:** Objective is to persuade listeners to adopt your viewpoint or ideas or to take some action. Appeal to the audience's interests. Use logic and emotion to support your position. Avoid using notes.

Title: *Don't Question the Question*

Time: Five to seven minutes

- 10) **Inspire Your Audience:** Objective is to inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement. Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.

Title: *Build Your Social Capital to Change Your Life*

Time: Eight to 10 minutes.