



Toastmasters Competent Communicator Manual Speech Objectives

Stage 1 The Ice Breaker

Time: four to six minutes

Objectives:

- 1) To begin speaking before an audience.
- 2) To discover speaking skills you already have and skills that need some attention.

Stage 2 Organize your speech

Time: five to seven minutes

Objectives:

- 1) Select an appropriate outline which allows listeners to easily follow and understand your speech.
- 2) Make your message clear, with supporting material directly contributing to that message.
- 3) Use appropriate transitions when moving from one idea to another.
- 4) Create a strong opening and conclusion.

Stage 3 Get to the point

Time: five to seven minutes

Objectives:

- 1) Select a speech topic and determine its general and specific purposes.
- 2) Organize the speech in a manner that best achieves those purposes.
- 3) Ensure the beginning, body and conclusion reinforce the purposes.
- 4) Strive not to use notes.

Stage 4 How to say it

Time: five to seven minutes

Objectives:

- 1) Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
- 2) Use rhetorical devices to enhance and emphasize ideas.
- 3) Eliminate jargon and unnecessary words.
- 4) Use correct grammar.

Stage 5 Your body speaks

Time: five to seven minutes

Objectives:

- 1) Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
- 2) Make your body language smooth and natural.

Competent Communicator Manual Research Your Topic

Teri Kwal Gamble

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Cleary,Maria K. DiBenedetto,Suzanne E. Hiller,2023-10-13 Essentials of Research Methods for Educators provides future teachers specialists administrators and educational leaders with a textbook and a resource that goes beyond the classroom to use in your career With a focus on the wide variety of data available to educators and the importance of data literacy for all those involved in education this book presents research methods in a relatable educational context with a variety of concrete examples The authors use their expertise in educational psychology to optimize learning The structure of the book breaks down research into discrete steps with the Let's See It Let's Do It and You Do It steps for each chapter so students feel motivated to complete their research projects By covering qualitative quantitative and mixed methods research with additional chapters on action research and program evaluation students get a complete picture of the current research methods landscape This highly scaffolded book supports future educational leaders in incorporating research and methods into their work and life Instructor's Manual, Test Items, and Transparency Masters for Public Speaking in the Age of Diversity Teri Kwal Gamble,1994

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