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Listed here are the objectives of each of the ten speech projects in the  
'Communication and Leadership Program (NEW VERSION)'

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**Speech # One: 'The Icebreaker' (4-5-6 minutes) the objectives are:**

- To begin speaking before an audience.
- To help you understand what areas require particular emphasis in your speaking development.
- To introduce yourself to your fellow Club members.

**Speech # Two: 'Organise Your Speech' (5-6-7 minutes) the objectives are:**

- To help you organise your thoughts into a logical sequence that leads your audience to a clearly defined goal.
- To build a speech outline that includes an opening, a body, and a conclusion.

**Speech # Three: 'Get to the Point' (5-6-7 minutes) the objectives are:**

- To convince the audience of your earnestness, sincerity, and conviction on a subject you thoroughly understand.
- To confront and control any nervousness you may have.

**Speech # Four: 'How to Say it' (5-6-7 minutes) the objectives are:**

- To select precisely the right words required to communicate your ideas clearly and vividly.
- To avoid lengthy words and sentences and jargon.

**Speech # Five: 'Your Body Speaks' (5-6-7 minutes) the objectives are:**

- To learn the value of gestures and body movements as part of a speech.
- To explore the different ways of using body language.
- To develop a sense of timing and natural, smooth body movement.

**Speech # Six: 'Vocal Variety' (5-6-7 minutes) the objectives are:**

- To explore the use of voice volume, pitch, rate, and quality as assets to your speaking.
- Use pauses to enhance your message.
- To achieve a pleasing natural voice quality when speaking.

**Speech # Seven: 'Research Your Topic' (5-6-7 minutes) the objectives are:**

- To bring together and apply the communication skills you have learned in the preceding projects.
- To organise your speech in a logical manner, following one of the suggested outlines.
- To research the facts needed to support your speech.

**Speech # Eight: 'Add Impact to Your Speech' (5-6-7 minutes) the objectives are:**

- Select visual aids that are appropriate for your message and the audience
- To learn how to use props effectively in your presentations.

**Speech # Nine: 'Persuade With Power' (5-6-7 minutes) the objectives are:**

- To present a talk that persuades the audience to accept your proposal or viewpoint.
- To achieve this persuasive effect by appealing to the audience's self interest, building a logical foundation for agreement, and arousing emotional commitment to your cause.

**Speech # Ten: 'Inspire Your Audience' (8-9-10 minutes) the objectives are:**

- To understand the mood and feelings of your audience on a particular occasion.
- To put those feelings into words and inspire and challenge the audience, using all the techniques you have learned so far.

**Advanced Speeches: The advanced programme requires the completion of eight manuals**

- When a Toastmaster has completed the ten speech projects in the Communication and Leadership Manual, they become a 'Competent Toastmaster' – **CTM**, which is the first achievement award in the Toastmasters programme. It takes a minimum of one year for a Toastmaster to achieve their **CTM** award, though most take eighteen months or more. They then go on to choose and complete six of the fifteen Advanced Speech Manuals, each containing five speech projects, to achieve the following further awards: 'Advanced Toastmaster Bronze' – **ATM-B**; 'Advanced Toastmaster Silver' – **ATM-S**; 'Advanced Toastmaster Gold' – **ATM-G**; and finally, the ultimate achievement, 'Distinguished Toastmaster' – **DTM**.
- To qualify for any of the higher awards, **ATM** or **DTM**, a Toastmaster must complete various leadership tasks in addition to completing speeches from the six Advanced Speech Manuals they choose. Any of the **CTMs** or **ATMs** or **DTMs** in the club will be happy to give you further information and advice, as will the club President or the Vice President Education (VPE). The club holds copies of all sixteen Advanced Speech Manuals, which are available for your reference at every meeting – but, **please do NOT take them away!**

# WELCOME!

to

## London Communicators

a public speaking club affiliated to

### Toastmasters International

District 71



Club 501

Great Britain and All Ireland

a worldwide organisation of more than 10,600 clubs in over 90 countries, dedicated to helping their members develop and improve their Communication and Leadership skills

meeting programme for

**22<sup>nd</sup> January 2007**

**18.45 – 21.15 every 2<sup>nd</sup> & 4<sup>th</sup> Monday of every month at the Islington Hilton**

**Full details of all London Communicators events and activities can be found on the club's website**

**[www.londoncommunicators.org.uk](http://www.londoncommunicators.org.uk)**

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**– A SPECIAL WELCOME TO GUESTS –**

If you are a guest you are most welcome at this meeting of London Communicators. Please speak to any of us during the meeting, and join us in the bar afterwards.

If you write your name, your postal address and your e-mail address in the Visitors' Book, which is near the door, we will e-mail you information about the Club.

Please write your e-mail address clearly.

**DO COME AGAIN!**

# Speak Speak Speak Speak

minutes  
of time  
allowed

7.00	President	<b>Sean Kennedy</b>	<b>Welcome!</b>	3-4-5
7.05	Toastmaster	<b>Nina Glass</b>	Takes Command	3-3 <sup>1</sup> / <sub>2</sub> -4
	Timekeeper	<b>Andrew Osborne</b>	Explains the role	1-1 <sup>1</sup> / <sub>4</sub> -1 <sup>1</sup> / <sub>2</sub>
	Toastmaster	<b>Nina Glass</b>	Link to ...	
7.12	<b>TABLE TOPICS:</b>			
	Topics Master	<b>Michael Smith</b>	Explains & Controls Table Topics	1-1 <sup>1</sup> / <sub>4</sub> -1 <sup>1</sup> / <sub>2</sub>
			Time for each speaker	½ - 1 - 1 ½
			Total session time	19 mins
			Max 8 speakers	
			Time keepers report and Voting for the evening's best "Table Topic" ...	
7.32	Toastmaster	<b>Nina Glass</b>		
	Timekeeper	<b>Andrew Osborne</b>	The Timekeepers Report	1-1 <sup>1</sup> / <sub>4</sub> -1 <sup>1</sup> / <sub>2</sub>
7.34	Topics Evaluator	<b>Thorsten Donn</b>	Evaluates every Table Topics speaker	6-7-8
7.43	Sergeant at Arms	<b>David Lennon</b>	Introduces guests	2-3-4
7.50	Toastmaster	<b>Nina Glass</b>	Link to ...	

## TEN MINUTE BREAK

(see the back page for the objectives of the first ten speeches)

8.00	Toastmaster	<b>Nina Glass</b>	Link to ...	
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## PREPARED SPEECHES

8.01	Speaker # 1	<b>Nana Sekyamah</b>	# 2 Organise Your Speech	5-6-7
			Audience write their comments	1 minute

# Listen Listen Listen Listen

minutes  
of time  
allowed

8.10	Speaker # 2	<b>Hazel Percy</b>	#5 Your Body Speaks	5-6-7
			Audience write their comments	1 minute
8.18	Speaker # 3	<b>David Lennon</b>	#7 Research your Topic	5-6-7
			Audience write their comments	1 minute
8.26	Speaker #4	<b>Steve Maguire</b>	#10 Inspire Your Audience	5-6-7
			Audience write their comments	1 minute
8.34	Toastmaster	<b>Nina Glass</b>	Timekeeper's Report & Voting for the evening's 'Best Speaker', with the	1
	Timekeeper	<b>Andrew Osborne</b>	Timekeeper's Report	2
	<b>SPEECH EVALUATIONS :</b> (see the back page for the objectives of the first ten speeches)			
8.40	Evaluator # 1	<b>Abdullah Islam</b>	For Nana	2-2 <sup>1</sup> / <sub>2</sub> -3
8.44	Evaluator # 2	<b>Sam Oliver</b>	For Hazel	2-2 <sup>1</sup> / <sub>2</sub> -3
8.45	Evaluator # 3	<b>Sean Kennedy</b>	For David	2-2 <sup>1</sup> / <sub>2</sub> -3
8.49	Evaluator # 4	<b>John Rockel</b>	For Steve Maguire	2-2 ½-3
8.57	Toastmaster	<b>Nina Glass</b>	Voting for the evening's 'Best Evaluator', with the	1
	Timekeeper	<b>Andrew Osborne</b>	Timekeeper's Report	2
	Toastmaster	<b>Nina Glass</b>	Link to ...	1
9.00	General Evaluator	<b>Philip Khan Panni</b>	Evaluates the entire meeting	8 - 9 - 10
9.10	Toastmaster	<b>Nina Glass</b>	Returns the meeting to the President	
	President	<b>Sean Kennedy</b>	Notices & Announcements Awards Farewell & Goodnight!	3 -4- 5
9.15	FINISH			to the Bar !

The next meeting of London Communicators is on Monday 12<sup>th</sup> February 2007, everyone is welcome

