

SPEAKER:

TITLE:

DATE:

OBJECTIVES:

CONTENT

SPEECH DEVELOPMENT

- ▶ Topic selection—suits speaker, audience, time available
- ▶ Structure
 - ▶ Opening—immediately engaging, interesting
 - ▶ Body—easy to follow and understand, well constructed
 - ▶ Conclusion reinforces body; climactic
- ▶ Organization
 - ▶ Clear, simple
 - ▶ Support material (examples, etc.) directly contribute to the message.
 - ▶ Key ideas number few and are introduced systematically.
 - ▶ Logically written and presented.
- ▶ Smoothness of transitions
- ▶ Shows research of topic
- ▶ Employs personal experience
- ▶ Well-prepared and well-rehearsed

SPEECH TECHNIQUE

- ▶ (Inform) Example, visualization, simile, metaphor
- ▶ (Humorous) Exaggeration, irony, pun, humor, slapstick, and surprise twists
- ▶ (Convince) Logic, Emotion, Example

SPEECH VALUE

- ▶ Original ideas and material are used and portrayed
- ▶ Is it a speech to remember?

EFFECTIVENESS

- ▶ Speaks to the topic, purpose, or objectives, and achieved them

- ▶ Creation of excitement, suspense, twist
- ▶ Speech Types
 - ▶ Entertaining—
 - ▶ Informative—leaves the audience with a small number of clear ideas
 - ▶ Persuasive—calls the audience to an action
 - ▶ Inspirational—engages the audience’s fervor

AUDIENCE RESPONSE

- ▶ Holds audience’s attention—audience was interested and well-informed of new ideas
- ▶ Evokes a reaction—inspire, conviction, entertainment, satisfaction
- ▶ Easy to relate to audience’s everyday lives and shows how it can help

DELIVERY

PHYSICAL

- ▶ Dress—appropriate, confident
- ▶ Posture and stance—confident, relaxed
- ▶ Gestures—natural, meaningful, lively, precise, enhanced message
- ▶ Body movements—animated, graceful, purposeful, eschewing distracting or repetitious movements
- ▶ Facial expressions—friendly, natural, appropriate to speech content
- ▶ Eye contact—establishes a bond with listeners, encompasses everyone, no set pattern
- ▶ Confident—nervousness is under control
- ▶ Use of notes & lectern—appropriate, unobtrusive

- ▶ Use of props & visual aids—effective, adds to content
- ▶ Use of stage & speaking area
- ▶ Addresses the Toastmaster at start & close appropriately

VOICE

- ▶ Volume—good projection, vibrant
- ▶ Pitch—varied
- ▶ Quality—agreeable, enthusiastic, passionate
- ▶ Articulation—clear, crisp, controlled
- ▶ Rate—smooth, deliberate
- ▶ Vocal variety—conveys emotion, natural, animation) & voice control
- ▶ Use of pauses—for effect, to allow listeners to digest information

MANNER

- ▶ Positive—directness, assurance, and enthusiasm
- ▶ Engaging—interest in the audience, confidence in their reaction

LANGUAGE

APPROPRIATENESS

- ▶ Word selection and the explaining of technical terms or jargon
- ▶ Use of descriptive language
- ▶ Use of word-pictures (effectively, memorable)—selecting the right words for communicating message.
- ▶ “Um”, “Ah”, Hesitation—kept under control.

CORRECTNESS

- ▶ Grammar
- ▶ Pronunciation

FEEDBACK

STRENGTHS MANIFESTED IN THE SPEECH

▶

▶

▶

ASPECTS IN WHICH THE SPEAKER SHOWS IMPROVEMENT OVER PREVIOUS SPEECHES

▶

▶

▶

ASPECTS OF THE SPEECH MANIFESTING ROOM FOR FUTURE IMPROVEMENT

▶

▶

▶

CONCRETE THINGS THE SPEAKER SHOULD DO WHEN DEVELOPING AND DELIVERING THE NEXT SPEECH

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