

## COMPETENT COMMUNICATION PROGRAM OUTLINE

### 1. *The Ice Breaker*

#### Objectives

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

**Time: Four to six minutes.**

### 2. *Organize Your Speech*

#### Objectives

- Select an appropriate outline allowing 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.

**Time: Five to seven minutes.**

### 3. *Get To The Point*

#### Objectives

- Select a speech topic and determine its general and specific purposes.
- Organize the speech in a manner that best achieves that purpose.
- Ensure that the opening, body, and conclusion reinforce the purpose.
- Project sincerity and conviction while controlling any nervousness you may feel.
- Strive not to use notes.

**Time: Five to seven minutes.**

### 4. *How To Say It*

#### Objectives

- 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.

**Time: Five to seven minutes.**

### 5. *Your Body Speaks*

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

**Time: Five to seven minutes.**

### 6. *Vocal Variety*

#### Objectives

- 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.

**Time: Five to seven minutes.**

### 7. *Research Your Topic*

#### Objectives

- Collect information about your topic from numerous sources.
- Carefully support your points and opinions with specific facts, examples, and illustrations gathered through research.

**Time: Five to seven minutes.**

### 8. *Get Comfortable With Visual Aids*

- Select visual aids that are appropriate for your message and the audience.
- Use visual aids correctly with ease and confidence.

**Time: Five to seven minutes.**

### 9. *Persuade With Power*

#### Objectives

- 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.

**Time: Five to seven minutes.**

### 10. *Inspire Your Audience*

#### Objectives

- 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.
- Avoid using notes.

**Time: Eight to ten minutes.**

*Note: Since this speech will be longer than your previous talks, make arrangements in advance with your club's Vice President Education for the extra time.*

Prepared by Peter Bunce, DTM-S, District 52's Area 4 Governor (1995 - 1996)