

Action Plan for the completion of CC by _____

1. The Ice Breaker

4 - 6 minutes

- 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 _____

2. Organize your Speech

5 - 7 minutes

- 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 _____

3. Get to the Point

5-7 minutes

- Select a speech topic and determine its general and specific purposes
- Organize the speech in a manner that best achieves those purposes
- Ensure the beginning, body, and conclusion reinforce the purposes
- Strive NOT to use notes _____

4. How to Say It

5 - 7 minutes

- Select the right words and sentence structure to communicate your ideas clearly and accurately and vividly
- Use rhetorical devices to enhance and emphasize ideas
- Eliminate jargon and unnecessary words. Use correct grammar _____

5. Your Body Speaks

5 - 7 minutes

- 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 _____

6. Vocal Variety

5 - 7 minutes

- Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message
- Use pause to enhance your message
- Use vocal variety smoothly and naturally _____

7. Research your Topic

5 - 7 minutes

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

8. Get Comfortable with Visual Aids

5 - 7 minutes

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

9. Persuade With Power

5 - 7 minutes

- 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 use of notes _____
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10. Inspire Your Audience

8-10 minutes

- 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, antidotes, and quotes to add drama
- Avoid using notes _____