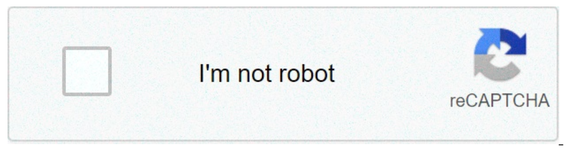

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Toastmasters advanced manuals speaking to inform

Informational speeches are one of the most common types, so most likely you will be asked to present one sometime. This manual contains information about organizing an informational speech, tailoring your speech to the audience, conducting a demonstration, presenting a report and delivering a speech about an abstract subject. Part of the Advanced Communication Series. Project Time Objectives 1. The Speech to Inform 5-7 minutes Informative speeches can be educational, entertaining, and enjoyable for your audience, if you plan them carefully. Make the information relevant to your listeners, relate it to what they already know, and involve them in some manner. Keep the information organized and present it in an interesting manner. Remember to repeat the points you want listeners to remember and use visual aids to aid in retention. Select new and useful information for presentation to the audience. Organize the information for easy understandability and retention. Present the information in a way that will help motivate the audience to learn. 2. Resources for Informing 5-7 minutes Knowledge of your audience often determines whether your speech will be successful. Strive to find out as much as possible about your listeners, including their ages, occupations, economic status, education, political orientation and hobbies. Then demonstrate your knowledge of the subject, making sure you have the right support material. Use visual aids appropriately. Analyze your audience regarding your chosen subject. Focus your presentation at the audience's level of knowledge. Build a supporting case for each major point using information gathered through research. Effectively use at least one visual aid to enhance the audience's understanding. 3. The Demonstration Talk 5-7 minutes A demonstration is the most effective way to explain a process, activity, or product. Demonstration can be done through body movement (showing a dance step or skiing technique), showing a physical object, or displaying a model. Carefully rehearse the demonstration and be sure the audience can see it. Anticipate any problems that may occur and plan how to handle each one. Prepare a demonstration speech to clearly explain a process, product, or activity. Conduct the demonstration as part of a speech delivered without notes. 4. A Fact-Finding Report 5-7 minutes for the speech, and 2-3 minutes for the Q&A Fact-finding reports are used to present information your audience needs to make a good decision. Keep the report focused, explain the sources of your information, and present facts clearly and quickly. Close with recommendations for action. Often these reports are followed by a question-and-answer session, so anticipate possible questions and prepare your answers beforehand. Prepare a report on a situation, event, or problem of interest to the audience. Deliver sufficient factual information in your report so the audience can make valid confusions or a sound decision. Answer questions from the audience. 5. The Abstract Concept 6-8 minutes Explaining a theory, principle, philosophy, or social issue can be challenging. Make sure the audience knows the general concept and how your speech relates to it. Show how your topic relates to listeners' everyday lives. Use plenty of examples, anecdotes, illustrations, and visual aids to help listeners understand and visualize your points, and avoid technical jargon. Research and analyze an abstract concept, theory, historical force, or social/political issue. Present the ideas in a clear, interesting manner. Get the Manual (Item 226B) Project #1: THE ICE BREAKER Executive Summary: For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests and More information Assignment #1: THE SPEECH Prepare a talk that will build goodwill for your organization by supplying useful information of interest to the audience. Favorably influence the audience by the skillful and More information Grading Rubrics PHD Program MGMT 7702 The nature of management research Course participation and course involvement / presentation of assigned chapters reading (1/2) Learning outcome Below expectations More information EIGHTSTEPS TO WRITING AND GIVING A GREAT SPEECH A Reference Guide for Teachers by Elaine C. Shook Leon County 4-H Introduction Good oral communication skills are important in our day to day activities. More information Personal Development Track Section 1 EFFECTIVE ARMY BRIEFING Key Points 1 The Four Types of Army Briefings 2 The Information Briefing 3 Four Steps to Effective Briefings e Men who can command words to More information Jacobson Center for Writing, Teaching and Learning GUIDELINES FOR PUBLIC SPEAKING From asking and answering questions in class to delivering a formal speech, public speaking is an important part of your More information Course participation 1. Shows a wide range of knowledge in contemporary issues in HRM Draws accurately on a few classic theories of HRM Draws accurately on a variety of classic theories of HRM and is sometimes More information Toastmasters International s Advanced Communication Manuals Manual Page Communicating on Television.....2 The Entertaining Speaker...3 Facilitating Discussion. 4 Humorously Speaking..5 Interpersonal Communication....6 More information The Competent Communicator Manual Speech 1: The Ice Breaker For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, More information THE ENTERTAINING SPEAKER HOW TO USE THIS SERIES TOASTMASTERS INTERNATIONAL Advanced Communication Series Item 226A 2011 rev 5/2011 INTRODUCTION PROJECT 1 THE ENTERTAINING SPEECH Entertain the audience More information DIGITAL VIDEO PRODUCTION Digital video has become a prominent and effective way of conveying new ideas and products. This event provides recognition for FBLA members who demonstrate the ability to create More information EIGHT PUBLIC SPEAKING COMPETENCIES & CRITERIA FOR ASSESSMENT Competency One Chooses and narrows a topic appropriately for the audience & occasion. The speaker presents a topic and a focus that are exceptionally More information Writing Emphasis by Grade Level Based on State Standards Grade K K 5.1 Draw pictures and write words for specific reasons. Grade 1 1.5.1 Write brief narratives describing an experience. Grade 2 2.5.2 Write More information EFFECTIVE ORAL PRESENTATIONS EVA CURTO Oral Presentations: Delivering Information Face-to-face FIRST THING: DON T PANIC!! The content is the most obvious component of any oral presentation - after all, More information Description of Work: Financial Analyst reviews; evaluates; regulates and audits; compliance, integrity, credibility, accuracy, and accountability of financial programs and business operations in North More information CRITICAL AND CREATIVE THINKING RUBRIC GRADUATE PROGRAMS Adapted from the AACU LEAP rubrics, the Bases of Competence skills, Ontario Council of Academic Vice-Presidents Graduate Degree Level Expectations, More information Complete a Relationships Presentation Speech Tips 1. I am so scared of giving my speech. How do I get over my nervousness? Nervousness is natural. Think of it as a friend rather than an enemy. You need More information INFORMATIVE SPEECH An informative speech provides information about a specific subject to an audience. The aim of an informative speech is to help your audience to understand and to remember the information More information FEELING SAFE, Webcast Host Guide WELCOME Welcome to Feeling Safe, Being Safe emergency preparedness training. By emphasizing the importance of personal planning, these easy-to use tools demonstrate how More information Comprehension and Collaboration. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others ideas and expressing their own clearly More information Azerbaijan University Spch. 1000 Human Communication Spring 2010 Term Course Instructor: Tural Ahmadov Office hours: by appointment Cell phone: 0556092137 Email: tural_teymurogly@yahoo.co.uk Course description: More information 01 Guide to creating a great workplace Creating a Positive Candidate & New- Hire Experience Introduction Creating a positive candidate and new-hire experience has become an essential part of attracting More information Handout 27 (1 of 1) Writing an Introductory Paragraph for an Expository Essay Prompt Read the following: If you re like many Americans, you have just spent a few days in close quarters with your parents, More information New York City College of Technology/CUNY Computer Systems Technology Department Instructor: Telephone: E-mail: Office: Office hours will be announced CST2406/CS406 Systems Analysis and Design (2 Class More information Media Type: DVD Duration: 70 min. Career Planning Basics Goal: To provide students with college and career-readiness skills necessary for life after secondary and post-secondary education. Description: More information Cluster: Text Types and Purposes CCR Anchor Standard #1 Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence. WHST.11-12.1 More information Rubric for Public Speaking Student s Name Date Course name and number Professional Studies Group No. (if applicable) Instructor: Circle one number (-) for each category. Add the total and divide by 0 for More information Department of Chemistry University of Colorado Denver Outcomes Assessment Plan Department Overview: The Department of Chemistry offers both the B.S. and M.S. degrees in chemistry. Students at the B.S. More information S WORKING DRAFT FOR PILOT ACROSS GRADUATE PROGRAMS Approved by GASCC; Revised by the Assessment Council, Spring 2013 April 2 nd, 2013 Notre Dame de Namur University Note: Most rubrics adapted from AAC&U More information Persuasive Speech Graphic Organizer Fill in each box with the required information. By completing this organizer, you will have the majority of your speech finished and ready to present. Name: Hook/Lead-In More information Lecture - presents factual material in direct, logical manner - contains experience which inspires - stimulates thinking to open discussion - useful for large groups - experts are not always good teachers More information ALBANY LAW SCHOOL CLINICAL LEGAL STUDIES GRADING AND EVALUATION TO THE STUDENT: There are four general criteria used in assessing your performance: 1. Pre-performance skills/planning: Students are expected More information Prepared Public Speaking Purpose: The purpose of the Prepared Public Speaking CDE is to allow students to develop a speech pertaining to a topic in agriculture. It aims to provide the opportunity for personal More information OFFICE SUPPORT SERIES Occ Work Prob. Last Effective Code No. Class Title Area Area Period Action Date 0845(3222) Office Support Assistant 04 594 6 mo. Revised 04-15-08 0846(3222) Office Support Associate More information IMPROMPTU PUBLIC SPEAKING Purpose and Standards The MANRRS Contest is designed to develop the ability of all MANRRS members to express himself or herself on a given subject without having prepared or rehearsed More information Maryland 4-H Public Speaking Guide Do you have questions? Contact Tom Hutson, 4-H Educator University of Maryland Extension Talbot County (410) 822-1244 or thutson@umd.edu Equal access/opportunity programs More information Communications & Public Speaking SKILL Project Proficiency Proposal April 2009 - Revised as suggested by the 4-H County Council July 2009 - Final Proposal Chesney Johnson Potter Valley 4-H Communications More information Put That In Writing - Level Two 113 UNIT 9 Lesson: Editing Guidelines and Response Writing: Essay Exam (Part 1) 9.1 Learning Objectives A. To know the guidelines for editing an essay. B. To edit and improve More information National FFA Prepared Public Speaking Career Development Event A Special Project of the National FFA Foundation Important Note Please thoroughly read the Introduction Section at the beginning of this handbook More information Essay Writing Mapping for Success for middle and high school students Written by Nicole Welding and Donna Herold 1 Dear Educator: The stakes have risen for students to demonstrate competence in writing. More information HOW TO GENERATE PUBLICITY FOR YOUR NATIONAL SCIENCE WEEK EVENT INTRODUCTION This guide has been developed to help you to promote your National Science Week event. If you have already run a National Science More information Assignment #1: THE KEYNOTE ADDRESS Identify the basic differences between keynote speeches and other kinds of speeches. Learn how to evaluate audience feeling and establish emotional rapport. Learn and More information ADEPT Performance Standards for Classroom-Based Teachers Revised ADEPT Performance Standards for Classroom-Based Teachers Introduction Central to the ADEPT system is a set of expectations for what teaching More information COMPETITIVE SPEECH CURRICULUM Communication Content Standards AND Grade/Course Concept-Based Units Teacher Instructional Guidelines Teachers are expected to teach all Communication Content Standards identified More information The following are can do statements in four skills: Listening, Speaking, Reading and Writing. Put a in front of each description that applies to your current Thai proficiency (.i.e. what you can do with More information Publicity Guide How to promote your community relations event through the media How to promote your community relations event through the media. 1 Contents 1. Introduction... 4 2. Why publicity?... 4 3. More information Business Management and Administration Career Cluster Business Communications Course Number: 07.45100 Course Description: What message are you sending when you speak, write, and listen? As one of the most More information Department of Communication Studies M.A. Program Annual Report 2010-2011 This report documents the Department of Communication Studies efforts in assessing student learning outcomes in its graduate Masters More information 1 st Nine Weeks A. Verify meanings of words by the author s use of definition, restatement, example, comparison, contrast and cause and effect. B. Distinguish the relationship of word meanings between More information Big Idea: Effective readers use appropriate strategies to construct meaning. A Model Curriculum for Pennsylvania School Library Programs: Worksheet for s 6-8 How do strategic readers create meaning from More information SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY SAULT STE. MARIE, ONTARIO COURSE OUTLINE COURSE TITLE: Human Services Communication CODE NO. : CMM225-3 SEMESTER: 11F/12W PROGRAM: AUTHOR: Various Post-Secondary More information Reading: Literature Writing: Narrative RL.6.1 RL.6.2 RL.6.3 RL.6.4 RL.6.5 RL.6.6 RL.6.7 W.6.3 SIXTH GRADE UNIT 1 Key Ideas and Details Cite textual evidence to support analysis of what the text says explicitly More information JCU Diploma of Higher Education (Information Technology) COURSE DETAILS 1) Course Entry Requirement(s) To gain entry to the Diploma of Higher Education in Information Technology prospective students must More information "Before" Résumé ELIZABETH GHAFFARI 207 Dobbs Ferry Home: (609) 555-6666 Phoenix, AZ 44444 ORANGE COMPUTER SYSTEMS Director Corporate Communications EXPERIENCE 1994 - Present Plan and supervise all corporate More information Lesson Plan English First Additional Language Grade 5 Content in context: Text from other Learning Area - Whether Los and ASs Learning Activities Details of Assessment Barriers to Learning LO 1 Listening More information Limited Grade 6 English Language Arts Performance Level Descriptors A student performing at the Limited Level demonstrates a minimal command of Ohio s Learning Standards for Grade 6 English Language Arts. More information M.S. in Career, Technical and Leadership Education Guidelines for Creative Component Projects INTRODUCTION The creative component project option is designed for students wishing to complete a practitioner-based More information Teaching Public Speaking Online By Tim Sheldon Bryant & Stratton College January 27, 2009 I teach public speaking Online using PowerPoint audio, and it has proven to be as effective in developing speaking More information IAAP Certified Administrative Professional (CAP) Exam 2016 Body of Knowledge The IAAP Certified Administrative Professional (CAP) is an assessment-based professional certification for office management More information CORPORATE SOLUTIONS My sincere goal as an educator is to strengthen and refine talent. At MMI we meet this goal through effective and engaging training tailored to the needs of each company. Miss Miller More information The Counselors Academy's Guide to Selecting a Public Relations Firm or Consultant The Need for Public Relations in Today's Management Practice To reach its organizational goals, today's management needs More information Chemistry Department Policy Assessment: Undergraduate Programs 1. MISSION STATEMENT The Chemistry Department offers academic programs which provide students with a liberal arts background and the theoretical More information The Partnership for the Assessment of College and Careers (PARCC) Acceptance Policy Adopted by the Illinois Council of Community College Presidents This policy was developed with the support and endorsement More information Mobile Application Development - NEW Society is daily moving to a constant feed of communication, transfer of information, and the need to access or process information in a mobile environment. Mobile More information SPECIAL OCCASION SPEECHES - SPEECH OBJECTIVES 1. Mastering the Toast 2-3 minutes -Recognize the characteristics of a toast. -Present a toast honoring an occasion or a person. 2. Speaking in Praise -Prepare More information HIV, STD & Pregnancy Prevention The HealthSmart HIV, STD & Pregnancy Prevention unit meets the following Common Core State Standards in English Language Arts for Grades 9-10. Reading Informational Text More information English Language Proficiency Standards: At A Glance February 19, 2014 These English Language Proficiency (ELP) Standards were collaboratively developed with CCSSO, West Ed, Stanford University Understanding More information COURSE CODE: COM 3401 TITLE: Business and Professional Communication 3 credit hours; core comm COURSE OUTLINE New York City College of Technology City University of New York Humanities Department COURSE More information MBA Business Administration (2014 2015) Program Information Point of Contact Ivan Muslin (muslin@marshall.edu) Support for University and College Missions Marshall University is a multi campus public university More information Capstone Design Engineering Design II Engineering Design II (1 of 10) Definition (ABET) Engineering design is the process of devising a system, component, or process to meet desired needs. It is a decision-making More information COR Advantage HighScope s newest research-based assessment tool is highly compatible with many national and state early learning standards, including those of the state of Arizona. This document shows More information COMPREHENSIVE SPEECH EVALUATION Sheet for Teachers NAME DATE CLASS SCORE TOPIC: TIME LIMIT: TIME TAKEN: TOPIC AND PURPOSE Topic significant and limited? Specific purpose established? DELIVERY Mental Alertness More information Mobile Application Development Society is daily moving to a constant feed of communication, transfer of information, and the need to access or process information in a mobile environment. Mobile Applications More information Measuring your most important Asset: Human Capital Workforce Analytics Training We are all familiar with the conventional HR metrics that are frequently used in organizations today Turnover rate, time More information Public Speaking Chapter 8: Objectives Upon completing this session, you will be able to: Develop a Working Outline Develop a Formal Outline Develop a key-word Outline The reasons for outlining are clear. More information Wilmington University Formative CECRAM Data Collection for use by all WU colleges Collected by the College of Arts and Sciences WU Graduation Competencies *program competences are the same Oral Communication More information Section for Magnetic Resonance Technologists Guidelines for Giving Oral Presentations SMRT Education Committee Purpose: This slide presentation covers basic considerations and guidelines for giving and More information Kentucky Department of Education - Consumer Guide for Practical Living, Career Studies, and Career and Technical Education GOODHEART-WILLCOX PUBLISHER BASAL ISBN 9781590706008 Student Textbook 9781590706015 More information NATIONAL ASSOCIATION OF SOCIAL WORKERS CONTINUING EDUCATION APPROVAL PROGRAM GUIDELINES 2011 National Association of Social Workers. All Rights Reserved. 750 First Street, NE, Suite 700 Washington, DC More information American University School of International Service International Development Program Master of Science in Development Management THE MSDM MANAGEMENT PRACTICUM 2015/2016 Practicum Supervisor: David Hirschmann More information IACBE Advancing Academic Quality in Business Education Worldwide Example of a Business Plan Evaluation Rubric International Assembly for Collegiate Business Education 74 Strang Line Road Lenexa, Kansas More information WORLDSKILLS SINGAPORE 2014 QUALIFYING ROUND TECHNICAL DESCRIPTION INFORMATION TECHNOLOGY SOFTWARE SOLUTIONS FOR BUSINESS (Information for Competitors) Name and Description of Skill Category 1 The name More information Expository and Writing By Grade Level Kindergarten TEKS identify the topic of an informational text heard identify the topic and details in expository text heard or read, referring to the words and/or More information COURSE OUTLINE CMN 112 Course Number Public Speaking Course Title 3 3 Lecture Hours Credits Hours: lecture/laboratory/other (specify) Catalog description: Study and practice of principles in strategic, More information MS Criminal Justice (2014 2015) Program Information Point of Contact Kim DeTardo Bora (detardobora@marshall.edu) Support for University and College Missions Marshall University is a multi campus public More information Dundee and Angus College ESOL Online Student Magazine (Arbroath Campus) Summary ESOL (English for Speakers of Other Languages) courses are primarily aimed at developing English language skills, delivered More information Speech 1315: Intro to Public Speaking (Online) Instructor: Ms. LesLeigh Conway, M.A. Email: lconway@rangercollege.edu OR through the Blackboard messaging tool **Note About Emails ** I will respond to your More information Expert Witness Techniques By Connie Cannady March 19, 2014 An expert is one who knows more and more about less and less Nobel Laureate Nicholas Butler 2 Beginning Considerations Rate Case Details Complexities More information 1 PROCESS FOR APPROVING NON- IAI- GENERAL EDUCATION CORE CURRICULUM (GECC) COURSES FOR GENERAL EDUCATION CREDIT Step 1: Program/course owner reviews non- IAI- GECC course currently accepted for General More information Appendix A Higher Education Program Masters Higher Education Administrator Evaluation Rubric Program Objective: Understanding the importance of equity and social justice, graduates of the Masters in Higher More information CONTENTS Appointing the Right Finance Director for Your Business 1 Checklist 2 Managing Financial and Non-financial Data 3 General Financial Management 4 A Team Player 4 Familiarity with Management Techniques More information Alignment of the 2013 Learning Outcomes and Associated Skills with the 1987 Learning Outcomes and Ontario Council of Academic Vice-Presidents (OCAV) Graduate Degree Level Expectations (GUDLEs) March, 2013 More information Statistical/ IT Skills A Data Scientist must have or be able to quickly acquire a detailed knowledge and understanding of Big Data statistical methodology, concepts and research as they apply to the production More information (To be used in conjunction with the assessment developed for Standard 4B.J and 5C.J) Performance Standard 4A.J Each student will listen to a three to five minute speech given by another student and will More information 4 th Grade Reading and Writing TEKS 4th Nine Weeks Focus: Reading Unit of Study: Fiction/Expository/Persuasive/Research/Media Literacy Figure 19: Reading/Comprehension Skills. Students use a flexible range More information Your Geography dissertation and how it can help your employability Ian Hodges Careers Consultant Employability and Graduate Development Content What does the Geography department say? What is the dissertation More information Global MBA BLENDED Course Descriptions Pre-program: FINANCIAL ACCOUNTING The main objective of the pre-program in financial accounting is to provide students with a foundation in basic accounting concepts. More information JCU Diploma of Higher Education (Business Studies) COURSE DETAILS 1) Course Entry Requirement(s) To gain entry to the Diploma of Higher Education in Business Studies prospective students must have: a lower More information LORNE PARK SECONDARY Grade 9/10 BUSINESS BTT1O/BTT2O Information and Communication Technology in Business, Grade 9 or 10, Open Course Outline / Strands This course introduces students to information and More information BUSINESS COMMUNICATIONS Curriculum Content Frameworks Please note: All assessment questions will be taken from the knowledge portion of these frameworks. Prepared by Pattie Lovins, Rivercrest High School More information

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