

## Basic Manual Projects and Objectives

FY 2004-2005

#	Speech Title	Objectives	Length
1	Ice Breaker	<ul style="list-style-type: none"> <li>-Begin speaking before an audience</li> <li>-Discover speaking skills you already have and skills that need some attention</li> </ul>	4-6 min.
2	Organize Your Speech	<ul style="list-style-type: none"> <li>-Select an appropriate outline which allows listeners to easily follow and understand your speech</li> <li>-Make your message clear, with supporting material directly contributing to that message</li> <li>-Use appropriate transitions when moving from one idea to another</li> <li>-Create a strong opening and conclusion</li> </ul>	5-7 min.
3	Get to the Point	<ul style="list-style-type: none"> <li>-Select a speech topic and determine the general and specific purposes</li> <li>-Organize the speech in a manner that best achieves those purposes</li> <li>-Ensure the beginning, body and conclusion reinforce the purposes</li> <li>-Project sincerity and conviction and control any nervousness you may feel</li> <li>-Strive not to use notes</li> </ul>	5-7 min.
4	How to Say It	<ul style="list-style-type: none"> <li>-Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly</li> <li>-Use rhetorical devices to enhance and emphasize ideas</li> <li>-Eliminate jargon and unnecessary words. Use correct grammar</li> </ul>	5-7 min.
5	Your Body Speaks	<ul style="list-style-type: none"> <li>-Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose</li> <li>-Make your body language smooth and natural</li> </ul>	5-7 min.
6	Vocal Variety	<ul style="list-style-type: none"> <li>-Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message</li> <li>-Use pauses to enhance your message</li> <li>-Use vocal variety smoothly and naturally</li> </ul>	5-7 min.
7	Research Your Topic	<ul style="list-style-type: none"> <li>-Collect information about your topic from numerous sources</li> <li>-Carefully support your points and opinions with specific facts, examples and illustrations gathered through research</li> </ul>	5-7 min.
8	Get Comfortable with Visual Aids	<ul style="list-style-type: none"> <li>-Select visual aids that are appropriate for your message and the audience</li> <li>-Use visual aids correctly with ease and confidence</li> </ul>	5-7 min.
9	Persuade With Power	<ul style="list-style-type: none"> <li>-Persuade listeners to adopt your viewpoint or ideas or to take some action</li> <li>-Appeal to the audience's interests</li> <li>-Use logic and emotion to support your position</li> <li>-Avoid using notes</li> </ul>	5-7 min.
10	Inspire Your Audience	<ul style="list-style-type: none"> <li>-Inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement</li> <li>-Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama</li> <li>-Avoid using notes</li> </ul>	8-10 min.