

COMMUNICATING ON TELEVISION

THE STRAIGHT TALK

3 +/- 50 seconds

- Effectively present an opinion or viewpoint in a short time
- To simulate giving a presentation as part of a television broadcast

THE TALK SHOW

10 +/- 30 seconds

- Understand the dynamics of a television interview or talk show
- Prepare for questions that may be asked during a television interview program
- Present a positive image on the television camera

WHEN YOU'RE THE HOST

10 +/- 30 seconds

- Understand the dynamics of and conduct a successful television interview
- Prepare questions to ask during the interview program
- Present a positive, confident image on the television camera

THE PRESS CONFERENCE

4-6 +/- 30 seconds

- Understand the nature of a television press conference
- Prepare for an adversary confrontation on a controversial or sensitive issue
- Use appropriate methods and strategies to present your organization's viewpoint

TRAINING ON TELEVISION

5-7 +/- 30 seconds

- Learn how to develop and present an effective training program on television
- Receive personal feedback through the videotaping of your presentations

THE DISCUSSION LEADER

SEMINAR SOLUTION

20-30 minutes

- Present an introductory talk or lecture describing a theory, model or information to be discussed by the group following the presentation
- Use a buzz-session technique to facilitate group participation to a solution

ROUND ROBIN

20-30 minutes

- Using a problem-solving pattern, lead the participants in a brainstorming session
- Screen the possible solutions and lead the group in deciding what action to take

PILOT A PANEL

30-40 minutes

- Select a problem for a three-member panel discussion
- Acting as moderator, monitor the panel discussion

MAKE IT MAKE BELIEVE

(Role Playing) *20-30 minutes*

- Create a plot and characters relevant to the discussion problem and select a cast from among the group members

WORKSHOP LEADER

30-40 minutes

- Guide the workshop participants in an investigative discussion of the problem
- Follow a problem-solving pattern to arrive at a solution

THE ENTERTAINING SPEAKER

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5-7 minutes

- Entertain audience through use of humor or drama from personal experience

RESOURCES FOR ENTERTAINMENT

8-10 minutes

- Draw humorous or dramatic material from sources other than your own experience
- Adapt the material to suit your personality and the audience

MAKE THEM LAUGH

8-10 minutes

- Prepare and deliver a humorous speech drawn from your own experience

A DRAMATIC TALK

10-12 minutes

- Develop an entertaining talk about an experience or give a dramatic reading
- Include vivid imagery, characters and dialogue

SPEAKING AFTER DINNER

13-15 minutes

- Prepare an entertaining after-dinner talk on a specific theme
- Deliver the talk extemporaneously, using the skills developed previously

HUMOROUSLY SPEAKING

WARM UP YOUR AUDIENCE

5-7 minutes

- Prepare a speech that opens with a humorous story
- Personalize the story
- Deliver the story smoothly and effectively

LEAVE THEM WITH A SMILE

5-7 minutes

- Prepare a serious speech that opens and closes with humorous stories
- Prepare a closing story that reemphasizes the speech's main point
- Deliver the stories smoothly and effectively

MAKE THEM LAUGH

5-7 minutes

- Prepare a speech that opens and closes with humorous stories
- Include jokes in the speech body to illustrate points or maintain audience interest
- Deliver the jokes and stories smoothly and effectively

KEEP THEM LAUGHING

5-7 minutes

- Prepare a speech that opens with a self-deprecating joke
- String together two or three related jokes in the speech body
- Close the speech with a humorous story

THE HUMOROUS SPEECH

5-7 minutes

- Use exaggeration to tell a humorous story
- Entertain the audience
- Effectively use body language and voice to enhance the story

INTERPERSONAL COMMUNICATION

CONVERSING WITH EASE

10-14 minutes

- Identify techniques to use in conversing with strangers
- Recognize different levels of conversation & initiate conversation with a stranger

THE SUCCESSFUL NEGOTIATOR

10-14 minutes

- Employ win / win negotiating strategies to achieve your goals

DIFFUSING VERBAL CRITICISM

10-14 minutes

- Respond non-defensively to verbal criticism
- Employ a five-step method to identify the problem, diffuse the attack and arrive at a solution

THE COACH

10-14 minutes

- Determine reasons for someone's sub-standard performance
- Coach the person to improved performance

ASSERTING YOURSELF EFFECTIVELY

10-14 minutes

- Learn the mental and physical benefits of being assertive
- Employ the four-step method for addressing a problem and asking for help
- Overcome resistance to your requests

INTERPRETIVE READING

READ A STORY

8-10 minutes

- Learn and understand the effective interpretation of elements of a narrative
- Learn and apply vocal techniques that will aid in the effectiveness of the reading

INTERPRETING POETRY

6-8 minutes

- Recognize how poets use imagery, rhythm, meter, cadence and rhyme to convey the meanings and emotions of their poetry

THE MONODRAMA

5-7 minutes

- Understand the concept and nature of the monodrama
- Assume the identity of a character and portray the physical/emotional aspects

THE PLAY

12-15 minutes

- Adapt a play for interpretive reading
- Portray several characters in one reading using voice changes and movement

ORATORICAL SPEECH

10-12 minutes

- Understand the structure of a effective speech
- Interpret and present a famous speech

PERSUASIVE SPEAKING

THE WINNING ATTITUDE

8-10 minutes

- Learn to translate product features into people benefits
- Utilize the five-step structural sequence for building a sales presentation
- Prepare and deliver a sales presentation that focuses on audience needs

CLOSING THE SALE

10-12 minutes

- Prepare and deliver a sales presentation incorporating closing techniques
- Effectively handle audience questions and/or objections

TRAINING THE SALES FORCE

6-8 minutes

Role-play 8-10 minutes; final discussion 2-5 minutes

- Present an interesting, interactive sales training speech and conduct a role-play to enable the audience to practice sales techniques

THE SALES MEETING

15-20 minutes

- Plan and conduct a kickoff meeting for a Toastmasters membership campaign

THE TEAM SALE PRESENTATION

15-20 minutes

- Develop a sales presentation for three or more speakers, including you
- Coordinate the planning, preparation and delivery of a team sales presentation

PROFESSIONAL SPEAKER

THE KEYNOTE ADDRESS

15-20 minutes

- Learn how to evaluate audience feeling and establish emotional rapport
- Learn the professional techniques for a successful keynote presentation

SPEAKING TO ENTERTAIN

15-20 minutes

- Entertain the audience through the use of humor drawn from personal experience and from other material that you have personalized

THE SALES TRAINING SPEECH

15-20 minutes

- Tell a sales audience how to sell a product by using a planned presentation
- Inspire salespeople to want to succeed in selling

THE PROFESSIONAL SEMINAR

20-40 minutes

- Plan and present a seminar with specific learning objectives
- Use seminar techniques to promote group participation and personal growth

THE MOTIVATIONAL SPEECH

15-20 minutes

- Apply a four-step motivational method to persuade and inspire
- Deliver a speech to persuade an audience to emotionally commit to an action

PUBLIC RELATIONS

THE PUBLIC RELATIONS SPEECH

5-7 minutes

- Prepare an informative, interesting talk to build goodwill for your organization
- Favorably influence the audience by the skillful and friendly delivery of your talk

RESOURCE FOR GOODWILL

8-10 minutes

- Research the operation and benefits of an organization or company
- Prepare a talk designed to build goodwill by presenting factual information
- Analyze the common interests of your audience and focus your presentation

PERSUASIVE APPROACH

5-7 minutes

- Direct a persuasive appeal to the audience's self-interests using a combination of fact and emotion delivered in such a manner that it appears extemporaneous

SPEAKING UNDER FIRE

6-8 mins + 8-10 min for Q&A

- Persuade a hostile audience to consider your position on a controversial issue
- Conduct a question and answer period on the speech subject

THE MEDIA SPEECH

8 minutes

- Write a speech script on behalf of a social cause
- Using the script, present and record the speech to a television or radio audience

SPEAKING TO INFORM

THE SPEECH TO INFORM

5-7 minutes

- Select, organize and present new and useful information in a way that will motivate the audience to learn

RESOURCES FOR INFORMING

8-10 minutes

- Focus your presentation at the audience's level of knowledge
- Build a supporting case for each major point through research

THE DEMONSTRATION TALK

10-12 minutes

- Prepare a demonstration speech to clearly explain a process, product or activity
- Conduct the demonstration as part of a speech delivered without notes

A FACT-FINDING REPORT

10-12 minutes

- 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 base valid conclusions or a sound decision on it

THE ABSTRACT CONCEPT

10-12 minutes

- Research and organize the thought of experts on an abstract concept, theory, historical force, social or political issue
- Present the ideas in a clear and interesting manner

SPECIAL OCCASION SPEECHES

MASTERING THE TOAST

2-3 minutes

- To recognize characteristics of a toast and present a toast

SPEAKING IN PRAISE

5-7 minutes

- To prepare a speech praising someone; to address five areas concerning the individual and to include anecdotes to illustrate points

THE ROAST

3-5 minutes

- To poke fun at a particular individual; to adapt and personalize humorous material; and to deliver jokes and humorous stories effectively

PRESENTING AN AWARD

3-4 minutes

- To present an award with dignity and acknowledge contributions of the recipient

ACCEPTING AN AWARD

5-7 minutes

- To accept an award with dignity and acknowledge the presenting organization

SPECIALTY SPEECHES

SPEAK OFF THE CUFF

5-7 minutes

- Understand how to prepare for impromptu speaking
- Develop skill in the impromptu situation by using one or more patterns

UPLIFT THE SPIRIT

8-10 minutes

- Identify and understand the basic difference and similarities between inspirational speeches and other kinds of speeches
- Develop a speech style and delivery that effectively expresses inspirational content by moving the audience to adopt your views

SELL A PRODUCT

10-12 minutes

- Skillfully use four steps in a sales presentation: attention, interest, desire and action
- Identify and promote a unique selling proposition in a sales presentation

READ OUT LOUD

12-15 minutes

- Learn the principles of presentation and development skill in interpretive reading with regard to voice and body as instruments of communication

INTRODUCE THE SPEAKER

Time: Throughout the duration of the club meeting

- Become more knowledgeable and skilled as a master of ceremonies
- Handle the introduction of other speakers at a club meeting

SPEECHES BY MANAGEMENT

THE BRIEFING

8-10 minutes plus Q&A

- Apply the key steps in the preparation and organization of material for a briefing
- Give a briefing to meet a specific objective and to gain audience understanding
- Effectively handle a question and answer session following the briefing

THE TECHNICAL SPEECH

8-10 minutes

- Convert a technical paper or other technical information into a technical speech
- Organize a technical speech according to the inverted-pyramid approach
- Give the speech by effectively reading out loud

MANAGE AND MOTIVATE

10-12 minutes

- Apply a four-step motivational method designed to persuade and inspire
- Deliver the speech to gain audience agreement with your management proposal

THE STATUS REPORT

10-12 minutes

- Organize and prepare a status report relative to goals involving the overall condition of a plan or program, or the performance of a department or company
- Construct and present the report according to a four-step program

CONFRONTATION:

THE ADVERSARY RELATIONSHIP

5 minutes plus 10 minutes for Q&A

- Prepare for an adversary confrontation on a controversial management issue

- Prepare and use appropriate methods, strategy and techniques to communicate with an adversary group as the representative on your company or corporation

STORYTELLING

THE FOLK TALE

7-9 minutes

- Tell a folk tale that is entertaining and enjoyable for a specific age group
- Use vivid imagery and voice to enhance the tale

LET'S GET PERSONAL

6-8 minutes

- Learn the elements of a good story
- Create and tell an original story based on a personal experience

THE MORAL OF THE STORY

4-6 minutes

- Create and tell a new, entertaining story that offers a lesson or moral

THE TOUCHING STORY

6-8 minutes

- Understand and use techniques to arouse emotions while telling a story

BRING HISTORY TO LIFE

7-9 minutes

- Understand the purpose of stories about historical events or people and use the storytelling skills developed in the preceding projects to tell a story

TECHNICAL PRESENTATIONS

THE TECHNICAL BRIEFING

8-10 minutes

- Using a systematic approach, organize technical material into a brief presentation
- Tailor the presentation to the audience's needs, interests and knowledge levels

THE PROPOSAL

8-10 minutes

- Prepare a technical presentation advocating a product, idea or course of action
- Give the speech logically and convincingly, using an inverted-pyramid approach
- Effectively handle a question and answer period

THE NON-TECHNICAL AUDIENCE

10-12 minutes

- Build and deliver an interesting talk based on an understanding of the principles of communication complex information to non-technical listeners

PRESENTING A TECHNICAL PAPER

10-12 minutes

- Deliver an interesting speech based on a technical paper or article
- Effectively use a flipchart, overhead projector or slides to illustrate your message

THE TEAM TECHNICAL PRESENTATION

20-30 minutes

- Orchestrate the planning, preparation and delivery of a team presentation