



Toastmasters Competent Communicator Manual Speech Objectives

Stage 1 The Ice Breaker

Time: four to six minutes

Objectives:

- 1) To begin speaking before an audience.
 - 2) To discover speaking skills you already have and skills that need some attention.
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Stage 2 Organize your speech

Time: five to seven minutes

Objectives:

- 1) Select an appropriate outline which allows listeners to easily follow and understand your speech.
 - 2) Make your message clear, with supporting material directly contributing to that message.
 - 3) Use appropriate transitions when moving from one idea to another.
 - 4) Create a strong opening and conclusion.
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Stage 3 Get to the point

Time: five to seven minutes

Objectives:

- 1) Select a speech topic and determine its general and specific purposes.
 - 2) Organize the speech in a manner that best achieves those purposes.
 - 3) Ensure the beginning, body and conclusion reinforce the purposes.
 - 4) Strive not to use notes.
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Stage 4 How to say it

Time: five to seven minutes

Objectives:

- 1) Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
 - 2) Use rhetorical devices to enhance and emphasize ideas
 - 3) Eliminate jargon and unnecessary words.
 - 4) Use correct grammar.
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Stage 5 Your body speaks

Time: five to seven minutes

Objectives:

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

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