

United Church of God

Speaking Club Manual



Revised, October 2012

Welcome Welcome

Congratulations on your membership in our Speaking Club! You are embarking on a life-changing journey whose results may surprise you. As a member, you will have social and speaking opportunities that will help you further develop your personality and confidence around others.

When Mr. Armstrong asked my father to develop the original Ambassador Spokesman's Club in the early 1950's, little did they realize then the impact it would have in the lives of Church members around the world. Speech clubs have aided countless members of God's Church in their personal and professional lives. Club has also been an excellent aid in helping ministers preach the Gospel more effectively.

Our Speaking Club is sure to make a positive impact on your life if you fully participate in all of its multi-faceted aspects. Most speakers agree that speech club is a positive turning point in a person's life. The potential for accomplishment and achievement is well worth your effort and commitment to it.

But remember, nothing good comes easily. Club is not made to be an *easy* program. Nor is this club intended to be a gut wrenching boot camp! It is from trial that comes triumph, and from adversity comes the sweet smell of success. On my desk a little sign constantly reminds me, *Quitters NEVER win... winners NEVER QUIT!* So no matter how uphill the challenge of speaking is to you, keep going and you *will* be successful.

Building effective communications skills is a process. You won't do it all at once, so don't get discouraged at any point during your progress. We each need to imitate Abraham Lincoln's determination who said, "I do the best I can, and I mean to keep doing so!"

As you prepare at home for each club meeting, put serving your fellow club members at the forefront of your intentions. Serve them with prayer. Serve them with good preparation. Serve them by seeking interesting topics. Then, come to club and serve them in person in all that you contribute. All will appreciate your help as a good listener, speaker and encourager.

Speaking Club is not your ultimate speaking destination. Rather, Speaking Club is an informal laboratory where we teach you elements of speaking and you in turn practice applying them. So club meetings are practice meetings. You can never fail in club because club is just for practice. Your real presentations will come at some other time and place. So relax a bit and come join your fellow students in progressing towards better communication and socialization.



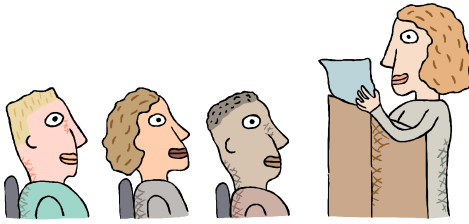


Make Speaking Club Work for YOU!

The most important element in the club program is *your participation* in every aspect of club. Speaking Club is a laboratory dedicated to the development of speaking ability and teaching principles of Christian leadership and character in the membership of God's Church. But it can only help you if you take advantage of it.

You may be new to the challenges of public speaking. But as you continue devoting yourself to participation in club, you will grow and learn much from this experience. You will come to appreciate more fully the reasons *why* you are doing what you are doing. The whole positive experience of club will become part of your thinking and character. Eventually you will see the tremendous benefits of this unique training. You can be excited about each new lesson.

Your participation in the Speaking Club program begins before each club meeting even starts. You need to prepare mentally, emotionally and spiritually. Think about how you can contribute to the club. Do quality research when you have a speaking assignment, and thoroughly prepare what you will say. Read up on the topics listed for the upcoming table topics session. Pray that God will help you and every member of the club develop from the experience of each meeting. Pray for God's inspiration so that you and your fellow club members can be positive, excited, outgoing, alert and enthusiastic about club.



Principal Elements of Speaking Club

Here are the main elements of each club meeting:

- **Business** - The business session is where you sharpen your decision-making skills. This is your opportunity to assess the needs and challenges that face the club and lend your ideas to help solve them. Your suggestions should be well thought out and presented logically and succinctly. A combination of wisdom, tact and diplomacy are key elements in business.
- **Table topics** – Learning to express your ideas and opinions *convincingly* will enhance your contributions to others. The table topics session encourages you to stay informed on current issues in the news and in the Church. Advance notice will be given of the general categories to be covered during the topics sessions of Speaking Club meetings. Take the time to review these subjects enough that you can contribute worthwhile comments during this portion of the meeting. Strive for in-depth thinking and clear, effective analysis in your comments.
- **Speeches** - Speaking is a central focus of Speaking Club. You learn by doing and observing others. Usually, a meeting will have 5 speeches, each of which will be evaluated according to the instructions given in this manual for a particular speech. So accept the challenge and begin to build the skills of a polished speaker.
- **Evaluations** - Each speaker will have the assistance of a fellow club member who is assigned to evaluate his speech. The process of evaluating another's speech is as valuable to your speech development as giving the speech yourself. Here you are able to watch, listen and learn how to speak better while helping a fellow club member at the same time. By concentrating on helping your brother, you more rapidly progress yourself. The evaluator should listen intently during the speech in order to truly help and encourage when offering evaluations. Be familiar with the instructions for the particular speech and critique it accordingly. Remember to temper your comments with positive points while not “white-washing” anyone. Offer effective, sincere, loving suggestions for improvement where necessary. At the conclusion of the meeting, the director will add any helpful comments he may have to help the speakers and evaluators become more effective.
- **Serving** - Serving others is the key to every aspect of the Speaking Club – your interest, compassion, personality, diligence, manners, attentiveness, and your personal contribution to each meeting — “Whatever your hand finds to do, do it with your might” (Ecclesiastes 9:10).
- **Etiquette** – Developing social etiquette, patience and self-control are important factors in being a contributor and a leader in life. Strive to hit a balance in every way you participate in club. Don't be a stage hog, but don't be a wall flower either. Don't be overanxious, but avoid complacency. Above all, be polite and courteous to those who hold a different viewpoint.

Club Organization and Rules

Membership

Members of Speaking Club shall consist of men who show a strong desire to improve their speaking skills and who make a commitment to participate in every club during the year. Special exceptions for younger members may be made by the club director.

Members' Responsibilities

Members are expected to attend all meetings and activities sponsored by the club outside of genuine emergencies or other unavoidable schedule conflicts. Members must notify the director or secretary if they are unable to attend or perform their assigned duty for any reason. Punctuality and regular attendance are important aspects of club membership.

Membership Limits

Membership limits are required due to the numbers needed to fulfill all the tasks for each meeting, coupled with the need for all to participate regularly. Therefore Speaking Clubs will be comprised of no fewer than 10 and no more than 25 persons. The higher limit will be determined by the size of the available meeting space.

Meeting Frequency

The vital need for continuity in speech development dictates that club meetings should be held as often as possible, but no less frequent than monthly. The constraints on members' time should be considered in setting the club calendar.

Guests

Club is a learning environment where members undertake serious personal growth. While we appreciate the curiosity of others to witness our club meetings, inviting guests should be the exception, not the rule. The club will designate a special meeting featuring guests. Otherwise, special requests for inviting a guest should be made to the director who will assess the need on an individual basis.

Membership Dues

Each member shall contribute monies to the club if needed, as determined by the membership at the first meeting. The amount set for dues should be determined during New Business and should include the social and refreshment needs the club will incur during the term of the club year. The club can elect to collect dues on a per-meeting basis, or as a lump sum, or both.

Club Meeting Program

This is the program for a regular Speaking Club meeting.

5:30 Meeting Starts.

The director calls the club to order and introduces someone for the opening prayer, makes introductory remarks and introduces the president.

5:32 Minutes.

The president calls on the secretary to read the minutes of the previous meeting. (2 minutes)

5:35 Business.

The president conducts the business session, dealing with old business first and then new business. (10 minutes)

5:45 Table Topics.

The president introduces the table topics chairman who leads the topics session (20 minutes)

6:05 Business Evaluation.

The table topics chairman introduces the director for his evaluation of the first half of

the meeting. (5 minutes)

6:15 Recess.

The director then dismisses the club for a 10 minute recess. (Members may bring refreshments back to their seats.)

6:25 Speeches and Evaluations.

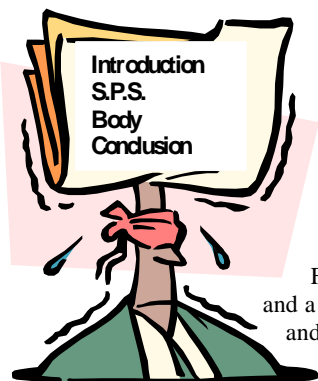
The president introduces the speaking session chairman, who introduces each speaker and evaluator. (45 minutes).

7:10 Overall Evaluation.

The president introduces the director for the final evaluation. The director evaluates the speaking portion and gives instruction to the members to help with their growth. The director then asks the secretary to read the assignments for the next meeting. (20 minutes)

7:30 Meeting Ends.

The director concludes by dismissing the club.



Organizing & Delivering Your Speech

“Yikes, I have a speech! Now what do I do?”

First, read the speech assignment over carefully and choose a subject and a title for your speech. Next, gather together your written ideas, notes and any research you have done.

Once you have these ready, it's time to begin preparing to communicate your message to your friends in club. You will do this by preparing speech notes. Speech notes help you organize and remember what you will be talking about. When speaking, they will keep you on track and make sure you don't forget to include anything.

You will create your notes in an organized flow that will prompt you on what to speak about next. That way you won't have to worry about forgetting what to say when you should say it. Your speech notes will be your best aid and the greatest assurance that your speech will be a success.

Caution: Don't make the mistake of writing the actual words of your speech and then reading that to the club (remember, this is a speech club, not a reading room). However, you may want to write out the exact wording of some parts of the speech that you want to be sure to say it, such as quoted material or narratives.

Suggestions for Compiling Speaking Notes

Put your name and the title of your speech at the top of a piece of paper. Beneath these you will write each of the headings below along with some abbreviated notes.

INTRODUCTION

First, write the word “Introduction” on your sheet of paper, below the title, along the left margin. Beside it make a note of what you want to say to begin your speech.

Example: Introduction: Tell story of seeing what I thought was a UFO.

SPECIFIC PURPOSE STATEMENT

Next, write “S.P.S.” on your paper and write out your Specific Purpose Statement word for word.

Example: S.P.S. - Tonight I will show you how to write a great bibliography that will make any article or paper much more valuable.

Note: in some cases you may not want your audience to know your specific person at the beginning of the speech, in which case you will not use a specific purpose statement.

BODY

Next, write the word “Body” on your paper. Under this heading will be the majority of your speech notes. Here is where you organize your thoughts and ideas. Lay them out in a logical flow. Outline form may help you organize and deliver your speech clearly and logically. For material that you know thoroughly, a simple note to prompt you to talk about it may suffice. Otherwise, write whatever information you want to be sure to include.

Example: 1 - Describe types of knives. Utility. Pocket. Kitchen. Industrial.

Your speech is now moving along through the body of material that makes up its core. Continue making notes of your other consecutive points.

Example: 2 - Describe types of blade metals. Stainless (stronger), carbon steel (sharper).

Read from article – (highlighted sentence).

3 - Describe knife making process: blank, grinding, sharpening, handle.

4 - Tell where to find more info. Also: Knife Maker's Journal & Supply (show my copy).

CONCLUSION

Now you are ready to sum up and sit down. Write “Conclusion” on your paper. Make a simple notation that reminds the audience why you gave the speech. Finally, write out one sentence word for word that will comprise your closing statement.

Example: Democracy = best. Others = too restrictive, oppressive. Fellow club members, let's be thankful we live under a system of government that gives us the freedoms we need to spread the Gospel to all nations.

Ready?

Now, you know what you will be talking about. You have a logical set of notes to guide you during your speech. Become familiar with your speech notes to avoid being tied to your notes, so you can maintain eye contact during your speech and communicate the information with confidence and clarity.

A Trial Run

Your speech seems to be ready, but will it actually come across like you think it will? The best way to tell is to give your speech a couple of times before you come to club. You can accomplish this in private by speaking to yourself in a bedroom or bathroom mirror. If you are married, how about asking your wife and/or other family members to serve as your audience?

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Lesson One

This is Who I Am!

Purpose One of the chief causes of self-consciousness is a fear that people will find out who you really are. So let's get that out of your way first. In your "icebreaker" speech, tell us what has made you the unique person that you are today. What major events contributed to create your personality? What things are you really passionate about in life? Add in an anecdote or two for personal interest. Above all, do your best to help fellow club members know and understand you better. Introduce yourself and break the ice!



Preparation You may have been dreading this assignment since you were first notified of it. Here is how to turn the dread into a success rather easily. First: Put yourself in the right frame of mind. You have an opportunity to help others get to know you a little better and to help them to help you with your future speeches. You don't need to fear being in front of an audience. Since you can talk in small groups of people without nervousness, you can also stand before them. Remember that they are your friends who are eager to get to know you better. So spend some time thinking about how to tell your friends what has made you who you are. Jot down ideas as they come to mind. When you have lots of ideas, it is time to organize them into a speech. (See section, *Organizing and Delivering Your Speech*)

Delivery When it is your turn to speak, the meeting host will introduce you. Wait until he is finished speaking, then stand and walk to the lectern with confidence. Thank the chairman for the introduction, then look at the audience and tell them about yourself. Single out a friendly face on each side of the room and talk to them personally. Forget everything except giving your speech. Become aware of the timer. If you have only a minute left, move quickly to your conclusion. After you have read your concluding statement, simply walk back to your seat. Next will come a most profitable aspect of the entire endeavor—your evaluation. You did your best, now what can you learn so that your next speech can be even better? A fellow club member will help nudge you in the right direction. Be appreciative for what is said, receiving it in the spirit it was intended. Jot down both the positive and constructive points for improvement given to you. Don't resist them or make mental excuses. Just receive them and determine to apply them so you can do better next time.

Evaluation Instructions Your goal is to point out positive aspects of the speech, along with one shortcoming it had. Remember that this was his first talk. Be encouraging, tactful and sensitive. Do not judge too harshly, or "whitewash" their attempt either. First, make him feel welcome. Second, encourage him by pointing out some good points he can capitalize on in future speeches. Third, bring out one or (at the most) two points to work on to improve his speaking ability. Remember, one or two well-explained key points will be more effective than listing several items this beginning speaker could improve on. Fourth, suggest how he can improve.

Lesson Two

Speak with a Goal

Purpose The first rule of success is to have a proper goal. This is very true when developing your speech. This assignment is to help you always have a single goal and purpose to every speech—one central point. For this speech, choose a point that is simple but useful. Aim that one point straight from your heart to the hearts and minds of your friends in the audience. Don't lose sight of that goal. Know where you are going when you start and never deviate from that point. Drive that one point home.



Preparation Select a topic that you understand well. It may be something you have experience with, or one you have been learning about lately. The better you understand the heart of the subject, the more confident you will be during its delivery. Choose a specific subject from your topic and focus on a definite point that you are aiming to take your audience to. At this point in your speaking training, achieving the purpose of this speech lesson is more important than the value of the information you offer in the speech.

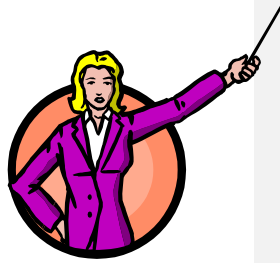
Spend a few days jotting down potential points of focus that come to you about the subject. Once you have several ideas, pare your subject down to a single goal for your material. Toss out any extraneous material that doesn't relate directly to the main point of your speech. Everything you use must be part of moving your audience from point A to your destination, point Z.

Now, it's time to organize your ideas into the notes that will assist you in delivering a speech that, like an arrow from a bow, moves in a straight line to the bulls-eye. (See section, *Organizing & Delivering Your Speech*).

Delivery Thank the chairman for the introduction, then look at the audience and begin your speech. Your very next words are most important. The audience is focused on you. The audience's thoughts are momentarily paused as everyone focuses on your very first words. Your audience will never be as focused during the remainder of your speech as they are at the beginning. Most speakers blow this precious moment and make some irrelevant comment from being nervous like, "Boy that was a long walk up here." Instead, whenever you stand up to speak, take advantage of the power of this moment. Release your arrow and let your speech take flight. You have them from the start; now keep them all the way to your goal.

Evaluation Instructions Look for the one main purpose of this speech. How well did he take you from beginning to end? Was there a wandering along the way? If he stuck to his goal well, consider his sincerity and earnestness in giving the speech. Or, you might want to observe how focused the person was in his subject instead of focusing on himself and his own nervousness. Remember, this is only his second speech, so find something solid that will help him progress along toward becoming an effective speaker.

Clear as Crystal



Purpose In this speech you learn to explain your purpose and make your points with astonishing clarity. What you say during this speech needs to be crystal clear. The purpose is to help your speeches rise above audience misunderstandings and misinterpretations of what you are trying to say. Most speakers are misunderstood by several in their audience because of a lack of clarity in how they state things. Learn to say clearly what you mean, and mean exactly what you say. The previous speech lesson emphasized the goal of sharp focus. Now concentrate on making your points clearly and plainly.

Preparation Choose a familiar subject and explain it with exactness. You might want to describe how something is done for this assignment. “How do they do that?” is intriguing to most people. But can you make your audience understand how a certain process works? When you have selected the topic you are going to speak on, ask yourself the following questions about it: what, why and who. Then answer these questions about your subject so clearly that everyone in your audience will comprehend without a shadow of a doubt. The key is to avoid weak words such as: *thing, etcetera, that, like, or something*. Be more definite. Be clear. (See section, *Organizing & Delivering Your Speech*).

Delivery Be logical in your delivery of this clearly communicated speech. Proceed step by step, from A to Z with crystal clear explanations of the subject matter. Speak at a pace that enables each word to be understood clearly. Remember to make eye contact with various people in your audience. Speaking with clarity requires your learning to sense your audience’s reactions. If any seem to be puzzled, disinterested or confused, smile at them confidently and go about making them understand what you are saying. If you find there is a problem, go about solving it as you speak. Increase your use of gestures in this speech. Gestures will help you convey your thoughts to others, adding emphasis to the words you say. Remember the Apostle Paul’s admonition, “Unless you utter...words easy to understand, how will it be known what is spoken?” (I Corinthians 14:9).

Relax and let your hands and arms embellish your speech. If your gestures appear a little forced or stiff at first, don’t worry. Just let keep your hands above the lectern and let them do what comes naturally to them.

Evaluation Instructions Look for clarity of subject matter as well as information and descriptions used in the speech. If something was ambiguous, why was it so and how could it have been made more clear? Clearly communicate your comments. Be precise and get right to the point while being thoughtful and sensitive to the effort made by the speaker.

Be Graphic

Purpose This speech is to help you draw word pictures of the items and events that you mention in your speech. Describe them clearly and colorfully so your listeners will both understand and remember your subject much better. Be very graphic. Remember, if “a picture is worth a thousand words,” then it takes a thousand words to describe a picture. Create for us word pictures of each of the items and events you treat us to in your speech, even the ones you only brush past.



Example: Instead of saying, *she sat alone at the table*, say, *she sat at the scarred wooden table on a battered wooden dinette chair atop a blue padded seat containing stains from family meals gone by*. Paint a total picture by describing your subject in vivid detail. Bring us into your speech to the point that we can visualize, smell and taste what you are telling us. Use more gestures, vocal variety, and descriptions of everything. Be “over the top” in describing everything in your speech. Stretch the envelope and challenge your comfort level as far as you can to bring your audience in.

Preparation Select your subject from a personal experience that you remember well. This way your intimate descriptions won’t have to be contrived, or written down in detail. Perhaps you can tell of a major event that happened to you that carries a lesson for everyone. You may have been moved by a story from a book you read, or an event that happened to you or a close friend. You see it in your mind’s eye so clearly that you can even recall and recreate the whole scene.

One point that will help you in all your speeches is to be filled with your subject. Any prop you use (such as a locket, a broken piece of glass, a theater ticket) should only supplement your words, not detract from them or try to make up for your own lack of descriptive adjectives and action verbs. Make your subject purposeful and your story to the point. Appeal to your audience’s desire to see, feel and experience where you are taking them. (See section, *Organizing & Delivering Your Speech*).

Delivery As you begin speaking, make every detail as colorful and descriptive as you can. Think of painting your words and draw each in detail. Move through your subject without getting bogged down on any one item or event. Pour yourself into each description as you flow from one item to another. Avoid colloquialisms, replacing words like *kids* with *children*, and *great* with *outstanding*, etc. Try to have eye contact with the total audience this time. Bravely look each person in the eye and watch his face brighten with your enrichment of the details.

Evaluation Instructions Focus on the speaker’s use of color, descriptiveness and gestures. Compliment where it is deserved. Remember that this speech should also have purpose and clarity. This is a challenging speech to give and one that can be a little embarrassing to the giver, so be gentle and kind as you point out items that can be improved upon.

Just the Facts

Purpose The object of this speech is to inject only accurate information and reality. No fuzzy details or unsubstantiated comments will work here. Your speech will be absolutely factual and you will have authoritative sources to back up what you say. “They say” ceases to be in your vocabulary from now on. This speech will help you learn to gather material, summarize it and quote substantial authorities to back up the statements you make. This is in line with God’s desire for you to have, “sound speech that cannot be condemned” (Titus 2:8).



Preparation Here is an opportunity to add research to a subject you may know something about. But before you can share it with others, you need to upgrade your knowledge of the subject. First, choose an interesting subject. Perhaps a current event or news item could be developed into a helpful subject to share with your fellow club members that may impact each of us. Second, find out the real facts of the subject without trying to make them fit a personal theory you may hold. Third, select and arrange the facts in a manner that has relevance and meaning for your audience. (See section, *Organizing & Delivering Your Speech*). Nobody wants to hear a dry presentation filled with rocket science statistics. We want only the plain truth about whatever it is you are telling us. Present the facts in an interesting and logical manner. Help the audience by using a prop or two such as a chart, graph, map, photograph, etc. Fourth, give authoritative facts and quote sources that your audience will deem credible. Just because it is in print doesn’t mean it is accurate. Don’t guess at, assume or generalize. So be wary of accidentally being fooled into using inaccurate or unsubstantiated information in your speech. Ask God for the kind of “wise and understanding heart” like He gave Solomon (I Kings 3:12). Use facts, facts, facts.

Delivery Stand up straight and speak authoritatively about your subject. You know it, you’ve proved it, and now it is important that your audience understands it. Be glad for the opportunity to share it in a sincere, straightforward and factual manner. Show emphatically why your information is accurate and your points are true. But avoid pride and haughtiness and be humble in sharing the information.

Evaluation Instructions Be sure your evaluation is based on the facts and principles of basic speech. Look for an organized, accurate, thoughtful presentation of the truth.

Lesson Six

Stir to Action

Purpose Knowledge is useless unless it is acted upon. In this speech you will learn to create a stir inside your audience that will help motivate them to act on the material you will present. The components you learned from your past speeches will help you accomplish this goal. Combining your goal with clarity, color and truth will determine the action you want to promote.

Preparation Choose a subject that you are passionate about. It may be an activity the audience should try, or an injustice they need to refrain from. (See section, *Organizing & Delivering Your Speech*). Show why your subject is a must, and solicit your audience's participation in the matter with an earnest appeal. Predetermine the exact response you want from your audience. Give your audience a positive, concrete and simple course of action. Describe the reward that will result from their taking the action you request. Convince them that listening is not enough, and drive them to expend the effort needed for accomplishment. Be warm and inviting in your plea and lead them to your request with increased logic, personal passion and intense fervor, so that by the time you reach your conclusion they will want with all their heart to do what you request. Stress that what you are asking of them can and will be accomplished. Your quest for them must fit in with their Christian character of doing what is right and good and designed to bear good fruit. Spend time for the preparation of this speech on your knees asking God for wisdom in encouraging others to do something. Ask God to guide you in helping you inspire your fellow members in something profitable that fits into His will. Then go stir your audience to positive personal growth.

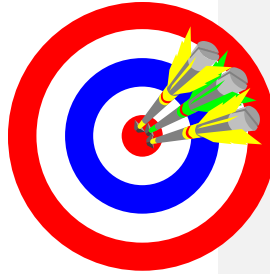
Delivery Let your passion for this subject just flow out of you. Be sure that the bulk of this speech is in your heart. Your notes are only prompts for what you are bursting to share. Don't talk down to or correct your audience for things they have or haven't done. Just plead with them to join you in an action that will benefit them. Stress the positive and engage your audience at the heart level.

Evaluation Instructions Have empathy for the challenge that the speaker has with this speech. Appreciate his attempt to motivate you to action. Was that attempt successful? Explain your reaction and your anticipated personal response to it as passionately and as colorfully as you can. Find a particular point that will be the biggest help for their speech development. Present it in a positive and motivating manner.



Total Speech

Purpose You have now learned all the basic parts of speechmaking. This speech lesson combines all of your previous speaking experience into a finished product — a total speech presentation. So this will be your first *complete* speech! Your aim is to combine the aspects of goal, clarity, graphics, and facts into a speech that will motivate your audience to act upon it. This is a milestone in your speech development because from here on all remaining speeches will be total speeches.



Preparation First, it is time to review all the evaluations you have received, both your strong and the weak points. Determine to rise above them along with any nervous reactions and poor speech habits. Armed with a sense of accomplishment, pray for inspiration to select the right subject for this speech. Choose a title carefully. Be sure it expresses the meaning you intend it to convey. A concise title conditions your audience for your subject. (See section, *Organizing & Delivering Your Speech*). Consider asking the chairman for additional time, perhaps eight minutes, if you feel you need it for this speech. With a little extra time, you can comfortably incorporate all the previous speeches' points into this one. This isn't a forced attempt to make a polished, well-rounded speech. The elements should all flow out of you naturally and sincerely, not mechanically. Spend time asking for God's help with this speech. No one is complete but our Creator, and He can help you grow in His image.

Delivery During the club intermission, reflect on each of the speeches you have given previously. Be reminded of how you focused on each aspect and endeavor to bring a little of each of those speeches along with you tonight. You are ready, prepared, now share your subject with everyone as the total speaker that you are. Be humble and let your only desire be to serve.

To the Evaluator This is the speaker's first attempt at a total speech. Did he incorporate elements of each of the previous lessons in this speech? Be thorough in evaluating the components of this speech, but be considerate of the complex effort expended. Are there one or two main points the person could improve on? If so, remind him of his strengths along with a point or two that he can work on.

Stimulate

Purpose This speech helps you learn to influence, enliven, animate, inspire your audience. Stimulate them and infuse zeal coupled with hope into their minds. Your goal is to present a subject that leaves them in an uplifted, positive, hope-filled attitude.

Preparation To inspire others, you must be inspired yourself. Make prayer an important part of your preparation. Ask God to inspire you so you can inspire others. Choose a subject with a captivating story you are very familiar with. The story might contain a person who has a tremendous uphill challenge that concludes with a happy ending and a good moral. Convince the audience that they too can aspire to greater heights and succeed in similar fashion. Your subject may be either a personal, human, or spiritual challenge or quest. The Bible is full of illustrations that speak of God's works and His miracles towards those trying to obey Him. Select a subject that will interest and stimulate the people of God who are seeking His Kingdom, which is the ultimate in successful, happy endings. Make your subject appealing, irresistible. Lift up the hearts and heads of your audience and reassure them of the good, the true, the joyful, the pure, the attractive, the wholesome aspects of pursuing good. (See section, *Organizing & Delivering Your Speech*).

Delivery Open your subject enthusiastically with color and life. Exude enthusiasm for the subject you are delivering. Your main interest is to inspire others and leave them with the warm assurance that right ultimately triumphs over wrong, and winners triumph because they never quit.

Evaluation Instructions Look for the good points, the present and potential growth of this speaker. Show positive aspects without whitewashing the speaker. Encourage him or her to continue improving on these strong points. Offer any needed encouragement to work on weak points in a positive fashion. Your goal is to stimulate the speaker to be his best.



Lesson Nine

Extemporaneous

Purpose Extemporaneous means, “spoken without preparation.” These events happen when you least expect them. This assignment is designed to prepare you for unexpected speaking opportunities. It is not an artificial assignment, rather a very real-life situation. Maybe the scheduled speaker gets stuck in traffic. Or, the boss calls upon you for an impromptu report. Sometimes you may create one yourself when you arrive without your notes! You must move quickly and effectively, thinking on your feet while under internal pressure. This assignment helps you develop purposeful, factual, colorful, well-organized and stirring comments on impromptu topics. Once you realize that you can give a good extemporaneous speech, your confidence level will dramatically rise for regular speeches.



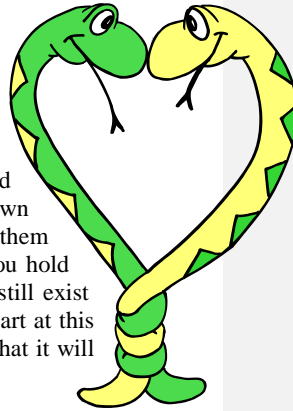
Preparation Stay alert in life to new ideas, new topics, new subjects that are constantly arising around you. These make excellent subjects to bring to your fellow club members as speeches or table topics. An active mind is always thinking, questioning, investigating. Always be thinking about how something you are witnessing could be used in a speech. Jot down ideas and bits of information you see in newspapers, magazines, or television programs. Pursue some of the more interesting ones further and put that information in logical sequence in a speech outline. This kind of regular preparation will help you to organize information for potential speeches that you can develop on short notice.

Delivery When your unexpected assignment arrives, the chairman will introduce you and state the title of your speech. This means that you will discover what you will be speaking about at the same time your audience does. This topic that suits your ability and talents will have been predetermined by the director. As you walk to the lectern, determine the style you will use to give your speech. Each of the following is simply a variation of the others and one version will work for any topic you may be given:

- (a) History, Today, Tomorrow: Your topic could be, “Jerusalem in Crisis.” Start by reviewing the historical overview. This brings you automatically to describing the present state of affairs, which would lead you to your conclusion — showing what God reveals the future holds in store. You know immediately where to begin, and you have an organized pattern for the other thoughts that come to mind to fit into before you ever reach the lectern.
- (b) Theory, Reasons, Proof: Begin with an enthusiastic statement of the theory. Give reasons why the statement is true. Add proof for your conclusions. Conclude with a summary.
- (c) Problem, Cause, Solution: Describe the problem. Show the causes. Explain the solution.
- (d) Physical, Spiritual: Each physical element has a heavenly/spiritual counterpart that you can use as in analogy.

Evaluation Instructions Give your spontaneous reaction to the speaker’s total speaking ability. Watch for gestures, vocabulary, enthusiasm, purpose, effectiveness.

Heart to Heart



Purpose This will be the most intimate speech you will give in club. It involves trust of your fellow club members that you have gotten to know. Now it's time to place your personal problems, fears, ambitions, goals, and feelings before these brothers in Christ. This is all about you, so use your own experiences and examples. Explain why you are the way you are. Tell them what you feel in your deep, inner feelings about some heartfelt subject you hold inside. This assignment helps tear down any remaining barriers that may still exist between you and the rest of the club. Be completely honest. Open your heart at this meeting which will be without guests. Speak on a subject so close to you that it will reveal your innermost feelings.

Don't tell us your sins but let us know what makes you tick. It is designed to bring you closer to erase your pretense, to dissolve your self-centered worry and fear. This takes trust that your words will be appreciated and kept confidential by club members. Don't disclose intimate details about anybody else. Be cautious even in what you say about yourself. Don't say something you'll be sorry for later. Avoid any extreme but be sure there is plenty of heartfelt emotion.

Preparation Compile your notes for this speech prayerfully. Don't be overly concerned about perfect organization or speech dynamics. Drop all concern over having a dramatic conclusion. Directly ask God's help, and as points come to you, write them down.

Delivery Remember this is to be sober, straightforward, even blunt. Forget about what gestures you will use, disregard your vocal variety and other speech factors. Instead, concentrate on utter sincerity in a deep, vivid, open, candid discussion of what you want to share with the Club. Utter sincerity will evoke empathy and a stronger bond with many of your fellow club members. So relax. Drop the barriers. Just talk. You may ask for 10 minutes for this speech.

Evaluation Instructions This is undoubtedly the most intimate sharing of a person's soul that is ever given in a speaking environment. What you have heard is precious, delicate and is to be respected. Be appreciative, open, candid and sincere in your evaluation. Remember to temper your comments with mercy. Choose your comments with care and concern. Be heart to heart in the way you relate to the speaker and don't talk down to him.

How to Evaluate a Speech

Purpose The purpose of the evaluator is to help the speaker improve. Talk directly to the person whom you are evaluating with a sincere appeal to help him grow. Ask God to help you acquire a personal interest in the person you are serving. Be sure this interest shows up clearly through open sincerity and humility.

Be Positive Your job is to repair the speech, not tear the speech apart. Reflect the effect that the speaker has made on the entire audience. Don't pick on trite, unimportant physical points. Get to the core of the speaker's main needs. Concentrate only on the major things that need to be overcome. Discerning the speaker's strong points and praising him for them is equally important. Take into account the personality, background and experience of the speaker. Never humiliate — always help.



Suggest Solutions Describe how the problems detracted from the speech. Get right to the cause of the problems. Try to determine what creates the problems for the speaker. Be clear, insightful and specific. No one likes to admit weaknesses. It is your duty to help build the speaker's ability in this area by pointing out the errors he has made and convincing him that he needs to change and can do so.

Advance Preparation Read the speech instructions in this manual ahead of time and be watching to see how well the person adheres to them. Prepare for your evaluation by having a number of points written down on a piece of paper ahead of time. Each speech lesson emphasizes a specific goal outlined in this manual. First, find out what speech goal your speaker has. Second, read the instructions the manual gives regarding this speech lesson as well as the directions to the evaluator given at the close of each lesson. Third, ask the speaker in advance if there is anything he would like you to watch out for. Write the key word of these points down. These notes will remind you what to look for, as well as to organize your delivery when you give the evaluation.

Finally, prime your mind ahead of time to exert super concentration for the duration of the speech to determine what will be most helpful to the speaker.

Evaluating the Speaker Prepare a piece of paper ahead of time with the words *Introduction*, *S.P.S.*, *Body* and *Conclusion* on it like you would if you were preparing a speech.

Introduction: As the speaker begins, jot down a word or two that will describe your impression of the introduction. Did it develop interest? Was it too long? Or, was it enthusiastic and striking?

Specific Purpose Statement: Note if it clearly and accurately gave a good idea of what the speaker was going to talk about. Or, did it miss the mark and mislead the audience?

Body: Were the main points clearly defined and properly organized? Or were they vague and lacking supporting material and substantiating proof? If props were used, were they effectively employed or distracting? Was the transition from one point to the next clear and easy to follow, somewhat disjointed in logical flow? Did the whole speech lead to a logical conclusion?

Conclusion: Was there a summary of the subject material along with a decisive conclusion that wrapped the speech up? Where applicable, did the conclusion contain an appeal to action, or was the end left hanging in the minds of the audience? Were any questions posed in the introduction or Specific Purpose Statement left unanswered or ineffectively answered?

Delivery: Watch for the following components of any speaker's delivery: eye contact — posture — gestures — body movements — voice — grammar — power — sincerity.

Organize Speech Evaluation

You are about to give a 2-minute speech that will help the person do better next time. You must organize your comments into notes as you would for any speech. But do not make this speech of evaluation a big show. This is not your big chance to impress the audience with how well you can evaluate. The accent must be on helping the speaker.

Organize your evaluation using the following outline:

- 1) Offer encouragement first by bringing out the good points the speaker can capitalize on, grow and build upon. Begin your evaluation with these positive comments.
- 2) Next circle or underline the main point that needs improvement. Bring it out clearly, conscientiously, sincerely. Be personal and direct. Be sure not to have more than two, or at most three points in this section of your evaluation, because pointing out too many negatives at once will discourage a speaker, not help him. Circle or underline the key weak points that you have noted. Analyze these points and quickly get to the core of why they are a problem.
- 3) Give one concrete suggestion he can use to overcome his difficulty. The more specific, the better. Perhaps refer to some section of the manual he needs to review. Be personal here, too, even using your own example if it applies.
- 4) Last, write down a word or two to inspire you to exhort, with real, intimate and direct zeal, this man to see that he needs to use your advice. Let him know that you are for him, that everyone is on his side cheering him on — that if he will try, he can succeed.

The purpose of your evaluation is to help the speaker. You must make your suggestion crystal clear. Your main points must be inescapable. You must add color, so your speaker will even enjoy your evaluation. Get the facts. Don't just ramble and generalize. Have specific examples to back up your statements. Stir your speaker to action.

Delivery

Stand up and acknowledge the chairman, the club and the person you are going to evaluate. Be open and sincere, with no sarcasm or ridicule. Use brotherly love to help him. Don't be overly serious during your evaluation. Appropriate humor can be helpful to reduce tension while making your points.

Evaluation and Feedback

Personal evaluation and feedback help you and fellow members to know what interests and moves people most effectively.

Evaluating the Club Program

Your growth into an effective speaker depends on how much you can learn from every part of the entire club program. This is why feedback from fellow club members is vital. This will keep you alert, and you will learn to analyze the techniques that move people. Comments and suggestions of fellow club members will help each speaker know how he influenced each member of the club.

The Business Session

This is where you begin to analyze the total program for the evening. Ask yourself: “How does the chairman handle the business session? Is it done smoothly?” Analyze the club’s needs and suggest ways and means of accomplishing them. Did you understand clearly each proposal? Why was each made? What will each accomplish? Make a note of what you feel that the club needs and bring it up during the next session.

Table Topics

Come to understand what subjects would be of interest the club members. Why are some subjects thought-provoking, and others simply boring? Does the topics leader present his topics logically and clearly? What about the audience? Are the answers interesting? Do you enjoy listening to the responses? Are you prompted to make a response? Why are you interested? Make a list of captivating subjects in your notebook for use when you are topics leader.

Chairman

How did the chairman handle his part of the program? Was there a logical unity in the presentation of each person? Was it interesting and lively? Did the chairman introduce the speakers properly? Did he create an interest about the subject of each speaker? Make note of the chairman’s effective points along with his reasons in your notebook for future reference when you will be chairman.

Speaking Portion

Search out the good points and attributes of speech delivery. Don’t be duped and dazzled with vain oratory. Recognize a sincere, effective, sound message. Don’t overlook logic. A speaker should move you with emotion — but convince you with reason, fact and logic.

Speech Evaluations

Did each evaluator pinpoint the main problem of the speaker? Did he present criticism in a constructive, helpful way? Did he have clear insight? Did each evaluator give proper encouragement? Help each evaluator to see how he can improve in his evaluation.

Procedures for the Business Session

The purpose of the business session is to allow club members to discuss items concerning the functions and activities of the club. The business session should be conducted in an organized, streamlined manner. If there will be no useful business to discuss at a meeting, the chairman should go on to table topics after the reading of the minutes.

The business session offers you an excellent opportunity to learn to express your opinions about the various issues that will be raised. If a suggestion is made, do not hesitate to give your viewpoint, even if the majority of the club seems against you.

How to Introduce New Business

If you wish to bring up an item of new business, you must first present the idea to the chairman before the meeting. He and the director will decide which items should be brought up, if any. If your suggestion has been approved, the chairman will ask you to stand and present it to the club during the business session. Once you are recognized from the chair, state your suggestion briefly but clearly, showing why you think it should be adopted by the club. The chairman will then call for discussion by the other members. After the chairman has heard both sides of the discussion, he may call for a show of hands to determine the overall consensus of the club, and based upon the principle of “multitude of counsel,” he will make the best decision possible. The chairman will then clearly state the proposal so that the secretary can enter it into the minutes.

Orderliness

Every item of business should be at least tentatively settled, or postponed for later discussion, before any other subjects are introduced. The secretary should record such items as having been “tabled” for further discussion.

Final Approval

In his evaluation, the director will give or deny his final approval for adopted proposals. He will evaluate each topic of business in the following ways:

- 1) The appropriateness of the topic as club business
- 2) How the club handled it
- 3) Final approval of the conclusion reached by the chairman, as appropriate.

All adopted proposals must be included in the minutes by the secretary along with sufficient details to clarify the proposals.

Table Topics

The table topics session offers opportunity for every attendee at club to participate in a stimulating discussion of thought-provoking subjects. Each comment of this topics session is like a short but complete impromptu speech. This is your chance to learn to think on your feet.

We are instructed in I Peter 3:15 to “be ready always to give an answer to every man that asketh you a reason of the hope that is in you” (King James Version). Be alert and listen carefully as the topics leader begins to introduce a topic. As the topics leader asks the specific question, collect your thoughts quickly, and if you have a comment to give, raise your hand enthusiastically. When the topics leader recognizes you, rise and thank him, and if you have not previously done so that evening, acknowledge the club members.

Your most effective comments will be one minute or less in length. Make them clear but concise, and be sure to stick to the question asked by the topics leader. Volunteer so that the topics leader will not have to call on you to get you to comment. But don’t hog the floor, let everyone in club have a turn.

To make the most of table topics, stay informed of world news. Read a newspaper or a weekly news magazine. Back up your comments with secular or biblical proof, or at least solid logic. Remember, the keys to getting the most out of table topics are preparation and participation.

Topics Leader

As topics leader, it is your responsibility to present an interesting, balanced selection of topics for people to comment on. Be sure that your topics include at least one subject relating to a recent news item and another topic relating to the Bible or Christian living. The latter might be a question involving a seeming contradiction in the Bible, a difficult scripture to explain or a question involving a principle of Christian living. Besides one of each of these two types of topics you should include other useful topics. A lighter one can spark up the session. Avoid “picky” questions, as they tend to be dull and trite. Prepare a few more topics than you think you will actually use so that you will not be caught short. The director may want to check your topics before the meeting, so it would be helpful to have extra ones in case he does not recommend the use of one or two of them.

Continuity and good flow is important. Present topics in a logical order. If the response for one is not good, quickly move on to another. You will find that the comments will be better and the session will be more interesting if you recognize volunteers as much as possible. But in trying to get every member on his feet you may have to call on the members who need encouragement to participate. Don’t call on the same members so often that they dominate the session. Call on new volunteers before calling on someone who has already commented.

Introduce each topic so that the club can consider the question for a few seconds before responding. Avoid asking a question without any introduction. Remember your role as topics leader is to facilitate the responses of the club members without focusing attention on yourself. The success of the session will depend on both the quality of the topics you present, and on the way you present them. Be enthusiastic, alert, interested in every comment. Remember that you alone are responsible for the success of the topics session.

How to be a Successful Chairman

Your responsibility is to help each speaker get off to the best start possible. You are the speakers' chairman, weaving their subjects together into a memorable program. Plan your comments to create a congruous whole out of the separate speeches if possible. Create anticipation for the speakers you are introducing. Your role as chairman will play a major role in the success or failure of this important portion of the meeting.

Preparation

Don't wait until the last minute to get down each of the speaker's names and speech titles. Go to work as soon as you get your assignment. Plan out your program by contacting each speaker and evaluator well ahead of time. Urge, encourage and help them as needed. Insisting that they give you their speech titles early will not only aid you, but will aid in their preparation as well. This will exercise your leadership and planning skills. Write out each speaker's and evaluator's name along with how to pronounce it correctly. Then find some background information about each of the speakers: where they came from, what their job is, an outstanding past experience, any point of interest that could be woven into an introduction. Next, determine what lesson in the speech manual the speaker is going to work on and the subject he has chosen. Demand a title. If he doesn't have one, help him choose a fitting one. Armed with this information you will be able to organize the order in which the speeches should be presented. Jot down a few appropriate thoughts to give the program continuity.

Presentation

Work to spark the members' interest in the speeches about to come. As you introduce each speaker, have a tone of interest in your voice as you smile warmly and read his speech title and introduce him by name. Gesture toward them and focus all audience attention on them, not you. An occasional short joke may be appropriate at some point during the program, but not after a serious speech. Remain standing until the speaker acknowledges you, then sit down quietly.

NOTE: If a speaker is speaking for the first time you will *introduce* him; if he has spoken to the club before you will *present* him. Be brief. If you have fully prepared, it will be easy. Avoid stale, worn-out phrases like "It is a pleasure. . . a person who needs no introduction., we are gathered here tonight," etc. Be unique and use variety. Note anything that uniquely qualifies him to speak on the subject he has chosen. Make the audience want to hear this person. Insure that you mention what speech he is giving in the manual.

As the speaker finishes, you should lead with the applause and make a brief non-judgmental comment of appreciation. Then, quickly get into the brief introduction of the evaluator. At the conclusion of the last evaluation, thank the audience for its attention, and return control of the meeting to the director.