

## **QUICK SPEECHES**

### **Objectives:**

The objectives of this task are to: (1) practice the principles of organizing and delivering a powerful extemporaneous presentation, and (2) deliver a speech that holds interest and informs. You will be assessed on both of these objectives, as well as your presence and demeanor.

### **General Instructions:**

You will be assigned a random topic from the below list. When called upon, you'll present your topic, similar to how "Table Topics" is run at Toastmasters. Refer to the information in your textbook for planning and delivering oral presentations in Chapters 14 and 15, as well as what you learned from observing Toastmasters.

### **Requirements:**

1. Your speech should last at least *one minute* and go no longer than *two minutes*.
2. Organize your thoughts into a compelling *opening*, clear and succinct *points*, concise *summary*, and memorable *closing*.

### **Topics:**

1. To post or not to post (on social media)
2. Recording a professional voice-mail greeting
3. Conquering water-cooler talk
4. Hosting a conference call
5. Watch your TMI: How social should you be in the workplace?
6. Cleaning up digital dirt
7. Writing professional emails
8. Acing the job interview
9. Decorating your office cubicle
10. What exactly is business casual?
11. Demonstrating respect in the workplace
12. Reading nonverbal cues like a pro
13. From head to toe: How to outfit yourself professionally
14. Managing your attitude – even with people you can't stand
15. Accommodating different communication styles
16. Hosting international guests
17. How to build your personal network
18. Managing emotional triggers at work
19. Conducting effective meetings
20. Creating the perfect "elevator pitch" to use at networking events
21. Just because you have a degree doesn't mean you stop learning: ways to manage professional development
22. Building your personal brand
23. Dealing with generational differences in the workplace
24. Navigating a business dinner
25. Handling your first work-oriented happy hour
26. Drafting thank-you notes
27. Mastering the art of casual conversation & avoiding taboo topics
28. Developing your listening skills
29. Leading a brainstorming discussion
30. What I learned at Toastmasters

## QUICK SPEECH

**Evaluation Criteria: 25 points possible**

Student Name: \_\_\_\_\_ Topic: \_\_\_\_\_

Performance Criterion	Comments
<b>Opening:</b> <ul style="list-style-type: none"> <li>• Captured attention and appealed to audience</li> <li>• Established credibility</li> <li>• Previewed content/direction of talk</li> </ul>	
<b>Body:</b> <ul style="list-style-type: none"> <li>• Well organized with coherent opening, body, and summary/conclusion</li> <li>• Covered the topic adequately</li> <li>• Clearly described main point(s)</li> <li>• Provided distinct and relevant details that showed sensitivity to or awareness of audience</li> </ul>	
<b>Summary and Conclusion:</b> <ul style="list-style-type: none"> <li>• Transitioned to conclusion effectively</li> <li>• Summarized main point(s)</li> <li>• Made presentation memorable with noteworthy takeaway(s)</li> </ul>	
<b>Delivery:</b> <ul style="list-style-type: none"> <li>• Demonstrated professional/confident demeanor</li> <li>• Established eye contact with audience</li> <li>• Used vocal variety and enthusiasm</li> <li>• Projected your voice</li> <li>• Spoke at a comfortable rate</li> <li>• Used appropriate words with correct pronunciation and limited verbal clutter/filler</li> <li>• Used appropriate gestures</li> </ul>	
Over/under time	
Extra credit (winning presentation, stepped up in a Toastmasters role for mock meeting)	

**As a general reference for evaluation of this task:**

*A represents that you connected with audience by coherently presenting topic with confidence and relevant, memorable points*

*B represents that you presented topic with relevant points, poise, and suitable vocal and verbal characteristics*

*C represents that you presented topic, but could improve confidence, eye contact, and/or vocal and verbal characteristics*

*D represents that you presented topic with trepidation and/or stumbled over making relevant points to connect with audience*

*E represents that you failed to connect with the audience and/or presented inappropriate points in an inappropriate manner*