

## **The 10 Basic Projects**

These are the 10 projects that every toastmaster has to go through. Once you've reached project 10, you'd have mastered the basic skill and technique in delivering a speech. You'll be amazed what improvements you've made. And when you looked back, you could still remember vividly your Ice Breaker.

To help you visualise where are you now and where will you be, say in 3 years:

- ❖ Come visit our club.
- ❖ Observe those doing their first few projects.
- ❖ Compare them with those who are doing their 10th project
- ❖ Or those doing their Advanced Speeches.

Now ask yourself, where would you be in 3 years' time.

The answer is pretty obvious, isn't it?

### **Project 1: The Ice Breaker**

To begin speaking before an audience.

To discover speaking skills you already have and skills that need some attention. / 4-6 min

### **Project 2: Organize Your Speech**

Select an appropriate outline which allows listeners to easily follow and understand your speech.

Make your message clear, with supporting material directly contributing to that message.

Use appropriate transitions when moving from one idea to another.

Create a strong opening and conclusion. / 5-7 min

### **Project 3: Get to the Point**

Select a speech topic and determine its general and specific purposes.

Organize the speech in a manner that best achieves those purposes.

Ensure the beginning, body and conclusion reinforce the purposes.

Project sincerity and conviction and control any nervousness you may feel.

Strive not to use notes. / 5-7 min

### **Project 4: How to Say It**

Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.

Use rhetorical devices to enhance emphasize ideas.

Eliminate jargon and unnecessary words. Use correct grammar. / 5-7 min

### **Project 5: Your Body Speaks**

Use stance, movement, gestures, facial expressions and eye contact to express your message. and achieve your speech's purpose.

Make your body's language smooth and natural. / 5-7 min

### **Project 6: Vocal Variety**

Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message.

Use pauses to enhance your message.

Use vocal variety smoothly and naturally. / 5-7 min

### **Project 7: Research Your Topic**

Collect information about your topic from numerous sources.

Carefully support your points and opinions with specific facts, examples and illustrations gathered through research. / 5-7 min

### **Project 8: Get Comfortable with Visual Aids**

Select visual aids that are appropriate for your message and the audience.

Use visual aids correctly with ease and confidence. / 5-7 min

### **Project 9: Persuade with Power**

Persuade listeners to adopt your viewpoint or ideas to take some action.

Appeal to the audience's interests.

Use logic and emotion to support your position.

Avoid using notes. / 5-7 min

### **Project 10: Inspire Your Audience**

To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.

Appeal to the audience's needs and emotions; using stories, anecdotes and quotes to add drama.

Avoid using notes. / 8-10 min