

Art of Eloquence Christian FUNdamentals of Communication and Speech

Say What You Mean: An Advanced Speech Course

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Some Acknowledgements

Say What You Mean Studies Dedication

I would like to dedicate our line of studies to the memory of one who did so much with the power of his communication skills.

President Ronald Wilson Reagan was known as “The Great Communicator” because of his mastery and application of these skills. He used them to make every individual he spoke with feel like the most important person in the world at that time. As the leader of the most powerful nation on earth, he used his skills to foster peace throughout the world. He was a man of humor, honor, deep convictions and most of all...Faith! We honor his memory by endeavoring to teach a generation of children these same skills. We pray that our students will use their skills to honor our Creator with their lives as Ronald Reagan did with his.

A Brief Word About Our Covers

As the author, it was important to me that the covers of our books reflect our Christian nature. I would like to recognize the inspired work of Darla Dixon whose beautiful artwork graces the covers of our curricula. The Lord has blessed her with an amazing talent. Art of Eloquence has been greatly blessed by her contribution to our studies. If you would like to see more of Darla Dixon’s work, please go to www.darladixon.com. You will be greatly blessed...

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Introduction

Congratulations on your decision to further your study of effective communication by undertaking a subject that is feared by many: the SPEECH! It isn't as scary as it sounds, really! If you have taken our beginning courses Say What You Mean and Know Your Audience, you will be very familiar with the various skills necessary for making effective presentations. If you haven't taken these courses, this section will provide you with a summary of those skills.

The art of giving effective presentations will have a significant impact on your success both personally and professionally. Studies show that people who enjoy making speeches actually earn more money than those who don't! Being able to present yourself and your ideas well and being able to persuade others is essential in business. It is the sign of an effective and respected leader. It is also important on a personal level because being able to present yourself well in person will greatly assist you in making and developing good friendships!

If you have taken our beginner courses or if you have had prior exposure to speech skills, this will be review for you. If you have not had any exposure to these concepts, you will need to pay close attention to the following elements of a good presentation.

Here is a review of the skills necessary for making a great presentation:

1. Make eye contact with your audience. Don't look at the floor or the ceiling. Your audience isn't there!
2. Hold your head up high and speak boldly! God thinks you are pretty special, you should too!
3. Speak clearly and articulate your words so that your audience can hear and understand you.
4. Speak up so that you are heard. Speaking too softly can be frustrating to your audience.
5. Try not to say things like "um", "er", "like", "ya know", etc.
6. Try not to fidget or rock back and forth when you speak; it can distract your audience from what you are saying.
7. Try to make your voice sound animated and excited about who you are! God made you special...be proud of who you are!
8. Your teacher/parent will time you and let you know when you are getting close to the end of your speech. Try to keep talking until time is up, but do not go beyond your time limit.
9. Speak at a moderate pace. Not too fast that your audience can't quite catch everything you're saying, but not too slow so that your audience falls asleep on you either.
10. Elaborate a bit as you are talking. Give some specifics.
11. Remember that the idea of these exercises isn't to get through them, but to use the time wisely to present your ideas to your audience in such a way that your message reaches them as you had intended.

You will be working on each of these skills in every one of the 18 presentations you will make this semester. Each lesson is designed to build upon the next, however each lesson is designed to concentrate heavily on one of the eleven points outlined above. Your parent/teacher will grade you on your execution of each speech so that you may track your progress in each area as your skills improve.

Parents/teachers: use the grading chart for each speech that your student(s) perform. If you have more than one child, you might want to make copies of the chart before you begin. If you are teaching this class in a classroom setting, it is best if each student has his/her own copy of the study. Each section has a possible 10 points. You will have to grade your student subjectively in each section with 10 being the best possible performance of that skill and 0 being the complete absence of that skill.

Each topic may not utilize every section of the grade chart. Use only what applies and award full credit for the items that do not apply in grading the impromptu speeches.

Consider video taping or recording each speech to provide your student with better feedback along with your review. Watching or listening to themselves is invaluable as they strive toward self-improvement.

Remember that this is a fun look at speech making and presentations so have fun with it. Each topic is designed to bring out as much of your creativity and personality as possible. Be as creative as you can. Think out of the box! Have fun! Let's begin!

Week 8: Impromptu-Unconventional Uses of Household Items

“Blessed is the man who finds wisdom, the man who gains understanding, for she is more profitable than silver and yields better returns than gold.”
 Proverbs 3:13,14

This week you are going to speak about the unconventional uses of some household items. You will do two, three minute speeches where you will discuss the ways in which you can use simple household appliances or items for things other than what they were originally intended. For example, I have heard of a woman that took an old antique refrigerator, unplugged it and cleaned it out. Then she used it as a book shelf and displayed it as an antique piece in her living room. Odd? Yes! But creative and fun too! Present this as if these are viable opportunities for the right person. Be creative but not silly. Ok, be silly if you must!

To get through the next three minutes you may need to elaborate on your ideas if you only have one or two ideas that come to mind. Describe them in detail if you must or if you can!

Here is a list of household items/appliances that you can choose from:

- Refrigerator
- Fish Tank
- Vase
- Sheets
- Cooking Pots
- Towels
- Hair Dryer
- Books
- Toaster
- Picture Frame
- Jars
- Fork
- Table

First Item: _____

Oral Report Grading Criteria	Possible points	Points Earned	Comments
Credibility/Knowledge of Topic	10		
General Flow/Easy to Follow	10		
Backed Up with Facts?	10		
Use of Pictures/Props	10		
Eye Contact	10		
Volume/Tone	10		
Confidence./Personality	10		
Facial Expression	10		
Body Language	10		
Appropriate Appearance	10		
Total Points	100		
Grade	A, B, C...		

How was it? Did you stumble? Laugh? How many ways did you come up with to use that item? How many more did you think of after your teacher called time? I always think of great things to say after I have left the situation. Did you use visual language in order to help your audience try to picture your idea? What did you do well? Are the number of items you need to work on getting smaller? Great job!!

Second Item: _____

Oral Report Grading Criteria	Possible points	Points Earned	Comments
Credibility/Knowledge of Topic	10		
General Flow/Easy to Follow	10		
Backed Up with Facts?	10		
Use of Pictures/Props	10		
Eye Contact	10		
Volume/Tone	10		
Confidence./Personality	10		
Facial Expression	10		
Body Language	10		
Appropriate Appearance	10		
Total Points	100		
Grade	A, B, C...		

How did you do this second time? Were you able to think of more uses for this item or less? Did you spend more time elaborating on the uses this time or last time? Compare this speech to the last one. Which topic do you feel you did better with? Which topic was easier to talk about?

Week 8: Assignment

This week you are going to prepare for a speech that you will be giving about an invention that you love-something that you feel has impacted modern society in a big way. It could be in a negative or a positive way. I want you to prepare to describe this invention, who invented it, when it was invented and how it has changed society. Then I want you to describe why this is positive or negative. You will have five minutes for this speech. Cite examples that support your beliefs, consult the Bible if it applies.

Plan to involve your audience's five senses as much as possible. Use props and/or other materials that would invite them to touch, hear, see, smell or taste this invention to the extent that it is possible.

As always, use your index cards or outline to help you prepare and practice your speech using all the speech skills we have talked about. Practice coming as close to that five minute mark as you can.

