





# IMPERIAL SPEECH CLUB MANUAL

---

---

---

---

*Imperial High School*  
**Speech Club Manual**

---

## Table of Contents

### General Instructions

<i>Goals</i> .....	1
<i>Club Program</i> .....	2
<i>Protocol</i> .....	3
<i>Officers' Duties</i> .....	4

### Speeches and Assignments

<i>Lesson 1 - Speak with Purpose</i> .....	5
<i>Lesson 2 - Crystal Clear</i> .....	6
<i>Lesson 3 - Add Color</i> .....	7
<i>Lesson 4 - Get the Facts</i> .....	8
<i>Lesson 5 - Motivate</i> .....	9
<i>Lesson 6 - Visual Aid</i> .....	10
<i>Lesson 7 - Impromptu</i> .....	11
<i>Lesson 8 - Complete Speech</i> .....	12
<i>Tabletopics</i> .....	13
<i>Toastmaster</i> .....	14
<i>Tongue Twisters</i> .....	15

---

# Goals

*Imperial Speech Club* is an important part of your overall education. This club has been established with three important goals to help maximize your speech training. Here are these goals.

## **Dynamic Public Speaking Skills**

Being able to speak well in a public situation is critical to your future success. Many professions require that an individual speak well in front of others. One of the goals of this club is that you develop *dynamic public speaking skills*.

You will have many opportunities to “get on your feet” and become a better speaker. Giving speeches, leading table topics or being a toastmaster are the main avenues you can use to develop these skills. Presenting vocal exercises, commenting in table topics or contributing to the business session can also help you develop your skills.

## **Personality Development**

This club is designed to help you *develop your whole personality*. Sincerity, friendliness, enthusiasm and humor can be developed through speaking opportunities. Proper development of a strong and effective voice is encouraged. Proper appearance in dress, posture, manner and facial expression are emphasized in this club.

## **Proper Speaking Confidence**

It takes courage to get up and speak in front of others. Speech Club will give you the opportunity to speak and will teach you how to prepare. Through your speaking accomplishments, you will develop confidence in public speaking.

For this reason, fully prepare for your assignments. Speak powerfully and energetically. The more you succeed, the more confident you will be in your ability to speak in front of others.

---

---

# Club Program

## Standard Program

- 3:45 -- Meeting begins
- 3:46 -- Vocal exercises
- 3:48 -- Minutes
- 3:50 -- Business
- 3:55 -- Tabletopics
- 4:15 -- Evaluation
- 4:20 -- Recess
- 4:35 -- Speaking session
- 5:20 -- Overall evaluation
- 5:30 -- Meeting ends

## Vocal Exercises

This helps get the club off to a good start. Spend no more than a minute leading the club in vocal exercises. You can use any of the tongue twisters on page 7 to practice voice projection and articulation. You will need to express a lot of energy and enthusiasm.

## Tabletopics

In this section, a club member (Tabletopics master) will ask the rest of the club for responses to five or six questions. Different topics, from biblical to current world events, will be raised.

Tabletopics gives everyone - especially those without an assignment - a chance to speak and contribute to club. Learn to present your ideas logically and confidently. Keep up on the news so you will have more to offer in this section.

## Speeches

This is the main part of this club. You will learn and improve by researching for your speech, analyzing and organizing your materials, and delivering your speech.

You will be given four to six minutes to complete your speech. Your Director can give you valuable input on how to improve your delivery and preparation.

---

---

# Protocol

Proper protocol is knowing how to conduct yourself in a formal speaking environment. For this reason, this club will maintain rules of protocol that will enhance a greater sense of dignity and respect.

Guidelines for proper protocol in this club are:

1. The Director is always addressed as Mister.
2. All officers and members will be addressed as Mister. Never refer to other members by their first names.
3. All officers, the topicsmaster and the toastmaster should be addressed using their title, that is, Mr. President, Mr. Topicsmaster.
4. When addressing the club for the first time during a meeting, you should:
  - a. Acknowledge the chair (that is, the person conducting the meeting, usually the President).
  - b. Greet and acknowledge the rest of the club.
  - c. Acknowledge any guests of the club. For example, "Good afternoon, Mr. President. Good afternoon, Club. And welcome, special guests."
5. When addressing the club again, you only need to acknowledge the chair. (For example, "Thankyou, Mr. President.")
6. Always raise your hand before making a comment. You must be given the floor in order to address the rest of the club.
7. Never speak with food, gum or drink in your mouth.
8. If the buzzer sounds while you are speaking, sit down immediately.

---

---

# Officers' Duties

## President

As the leader, the President is the club's example in enthusiasm, resourcefulness, tact, and warmth. His responsibilities include:

- Carrying out all program plans.
- Putting into action all decisions.
- Presiding over all club meetings.
- On occasion, calling on the Vice President to chair meetings.
- Studying the purposes and goals of the club.
- Understanding organization, format and club procedures.

## Vice President

The Vice President is to assist the President in every possible way, by:

- Chairing meetings, even at a moment's notice.
- Being in charge of various club activities.
- Keeping the President informed of all progress being made on activities.

## Secretary

- Makes an accurate record of each club meeting on a minutes form (see back of manual).
- Reads the minutes report at the next meeting.
- Gives the original minutes form to the Director.
- Makes club assignments.
- Takes attendance at each meeting, and notified the Director of any absences.

## Treasurer

The Treasurer is responsible for the club's financial matters:

- Allots funds for activities and club refreshments
- Collects receipts for all purchases.
- Gives an accurate treasury report at any time.

## Sergeant-at-arms

The Sergeant-at-arms is responsible for preparing the club meeting place before the arrival of the members by:

- Setting up tables and chairs.
- Placing timing light, gavel and award cups.
- Maintaining an inventory of all club forms.
- Appraising the President of any equipment needs.
- Ensuring that all equipment is properly stored and that the meeting room is restored to its original condition after the club meeting is completed.

# 1

## Lesson 1

# Speak with Purpose

### Purpose

Whether to make one laugh, cry or understand, there should always be a purpose for speaking.

In this first lesson, focus on one purpose and drive that purpose home to the audience.

### Preparation

**1. Select a subject that you are familiar with**, then write down all the ideas you think of about your subject. All speeches should contain an introduction, specific purpose statement, body, and conclusion.

**2. Develop a specific purpose statement** which would best describe your purpose, by pulling out your main idea.

**3. Toss out any ideas which may deviate from your specific purpose statement.** Keep only two or three ideas which would best cover and complete your purpose. The ideas you now have will become the body of your speech.

**4. Develop an introduction closely tied to your purpose.** Make sure it is dynamic and direct so that the club will immediately "tune in" to your speech.

**5. Develop a conclusion which refers again to your purpose.** Leave no doubt in the minds of the listeners of what your purpose is.

### Delivery

After you have been introduced, stride up to the lectern and enthusiastically acknowledge the Toastmaster and greet the club. As you begin speaking, establish eye contact with all sides of the room. Maintain eye contact throughout your speech.

You have a purpose for speaking to the club, so emphasize your main point through voice inflection and gestures. Speak to the audience as if you were speaking to one person.

---

---

*Whether the goal is to make one laugh, cry or understand, there is always a purpose for speaking.*

---

---

Remember, everyone wants you to succeed as a public speaker. If you are nervous, the audience will be nervous for you. Relax, and speak with purpose.

### To the Evaluator

Look for one purpose in the speech. Did the speaker deviate from his purpose? Give the speaker one or two areas to work on, but also focus on the speaker's strong points.

# Crystal Clear

## Purpose

As a speaker, you have to make your point ring with clarity. Make your point simple enough for everyone to understand.

Your first speech concentrated on having a strong purpose. This speech should concentrate on *making the purpose crystal clear*.

## Preparation

**1. Select a profitable topic.** Pick a topic that will not only interest you, but also those listening. Choose something you know well. A how-to topic works well. How to tie men's ties or lift weights properly are good examples.

**2. Avoid sarcasm and cynicism.** Speak with sincerity and avoid slang.

**3. Plan gestures into this speech.** Don't worry if the gestures seem forced at first; they will become more natural with time. Gestures can often say what words cannot. Make sure that your words and gestures always agree.

**4. Move to your main point in a logical manner.** Proceed in an orderly, step-by-step manner. Present your topic with a very clear and understandable explanation.

## Delivery

In this speech, concentrate on speaking slowly enough for every word to be distinct and clear.

Use a lot of eye contact. It helps to choose one or two individuals on each side of the room to focus on, using these people to judge whether the club is understanding your speech. If they seem disinterested and confused, warm up to them and

---



---

*... Make your point  
ring with clarity.*

---



---

make them understand. This will help you learn to sense audience reaction.

Don't be ashamed or embarrassed if you have to pause to gather your thoughts. Always keep your eyes on the audience, and avoid looking at the ceiling or floor.

## To the Evaluator

Look for clarity in the speaker's presentation: subject, word usage and gestures. Also look for sincerity and profitability. Be clear yourself. Don't mince words; get to the point.

# Add Color

## Purpose

Accomplished public speakers can transfer their visions to an audience through the power of the spoken word. You can learn to affect all the audience's senses.

In previous lessons, you learned to speak with clarity and purpose. Now, aim *to draw your audience in by painting a word picture*. This speech should bring your audience with you as you colorfully describe a scenario.

## Preparation

**1. Select a subject you feel deeply about or have experienced.** You will be able to describe this better.

**2. Tell a story.** Develop the speech in story-book fashion to draw a picture of your thoughts.

**3. Have one point.** Make that one point useful to the club.

**4. Describe the smell, taste, touch, sounds, or scenery that take place in your story.** Such description will leave a lasting impression on the listeners' minds. If you are describing an experience, have them re-experience the thrills, fear and anticipation with you.

**5. Use highly descriptive verbs and adjectives.** Pull out the dictionary and find colorful words you have never used before. Use different verbs to make your story come alive. Avoid drab, everyday adjectives.

## Delivery

Use a smooth flow like a storyteller around the campfire. Within that flow, choose words that fit (For example: "a young man" or "boy"). Pay attention to the details because they add the color

---



---

*... Transfer your thoughts  
to the audience  
through the power  
of the spoken word ...*

---



---

to your speech. (For example, "this man" or "the travel-weary prospector.") Use eye contact and gestures to draw everyone into your story so they may live the experience with you.

## To the Evaluator

Look for descriptiveness and color as well as a valuable lesson to the speech. If correcting the speaker on lack of color, give him examples of color he could have used.

# Get the Facts

## Purpose

Fact is truth. Fact is reality. Your purpose in this speech is to *be factual and back everything you say with facts*.

"They say" or "I've heard" are probably the most common expressions used as supposed fact. In this speech, you must gather *real* factual information from a variety of sources. And you must quote these authoritative sources in your speech.

Make the facts live. Don't give a dry, statistic-filled speech.

## Preparation

1. **Pick a fact-filled subject.** Make sure your topic is interesting and one in which you can find many facts.

2. **Research and use at least two sources.** You must quote specific sources in this speech so make sure you are loaded with facts. The more authorities you quote, the more validity your speech will have. Libraries are warehouses of facts. Daily newspapers and magazine articles are also good sources to use.

3. **Make sure the speech is logical.** This speech should be your most logical and filled with proof, proof and more proof.

## Delivery

Take all of these well-researched facts and present them boldly.

Don't apologize for your subject or your sources of information. Just be sincere, straightforward and factual. Show clearly why your main point is a point of truth.

---

---

*Make the facts  
give your speech life...*

---

---

Make sure you don't become tied to your notes, even though you may need more notes for this speech. Maintain rapport with your audience through eye contact and gestures.

## To the Evaluator

Look for a speech based on well-researched facts and evaluate accordingly. Make sure to note whether actual sources are quoted in an organized, thoughtful presentation of truth.

# 5

## Lesson 5

# Motivate

### Purpose

In this speech, you should know what response you want from your audience and *sell that response so that it becomes an action on behalf of the listener*. Your goal is to cause action, to change thoughts or leave an impression.

Try to motivate your listeners to act on what you say. If you are convicted and excited about your message, you will convict and excite your audience.

### Preparation

- 1. Pick a subject which is beneficial to all.** You could appeal to the club by showing something that is not right, and how we can make it right.
- 2. Be positive.** Show them the benefits of performing and acting on your speech. This takes enthusiasm on your part to instill the same excitement in the club.
- 3. Give them something they can actually do.** Set one goal, not too difficult.
- 4. Don't be hypocritical.** Practice what you preach. To sell your idea, you must be sold on it. If you wish to motivate others, you must lead by acting on your own words.

### Delivery

Use fewer notes than usual so you can speak with heart-felt conviction. Don't be tied to your notes. Jot down a few key ideas to keep the proper flow to the speech.

---

*If you want to motivate  
others, you must  
take the lead . . .*

---

You have picked a subject which is for their benefit stress the positive and show them why they need to act on your request. Be excited and enthusiastic so that the club will want to listen to you!

### To the Evaluator

Explain your reaction to this speech. Were you sold on the idea? Why, or why not? Let the speaker know if you were motivated. Make sure he gives the club a goal to work on.

# Visual Aid

## Purpose

This speech must have all the ingredients of your previous five speeches — purpose, clarity, color, facts and motivation — with the addition of *instructing with a visual aid*.

Webster says “instruct” means “to impart knowledge, to teach, to inform, to furnish with direction.” The word “aid” according to Webster, is “a helper, assistant” or “a helpful device.”

This speech is designed to help you get your ideas across to your audience even more clearly than the crystal clear speech. Your listeners should understand so clearly that they could instruct others on the same subject. Use your visual aid to the fullest, and it will guide you in teaching the other club members.

## Preparation

**1. Choose a topic that you can teach.** In order to instruct others, you must thoroughly know your subject.

**2. Have three or four steps of instruction.** Make your point very clear. A visual aid is very effective when trying to teach others how to do something.

**3. Pick an appropriate visual aid.** Use a physical prop to make your point simple to understand. Make sure it does not detract or mislead. The prop should be easy to see and used to add impact to, but not replace, your speech.

**4. Make your speech very simple.** Ask yourself: Is this point necessary? Is it in the right order? Is there a simpler way to say this?

## Delivery

It is important that you use fewer notes than usual. Be sure to direct your speaking to your audience and not at your visual aid. Also, position yourself so that everyone can see the visual aid at

---

***Most people learn better  
when they can see as well as hear  
the subject being discussed.***

---

all times, particularly when you are directing the audience's attention to it or a part of it. When not referring to the visual aid, maintain the audience's attention with strong eye contact.

## To the Evaluator

When you evaluate, remember you want to help the speaker. Look for clarity and simplicity. Did he really instruct? Was his visual aid used effectively?

# 7

## Lesson 7

# Impromptu

### Purpose

Impromptu means "offhand, without preparation." You may be called on to speak off the cuff in any number of situations, such as toastmaster,

---

---

*A man's true character is often displayed by how he reacts under the pressure of sudden necessity.*

---

---

prayer, to introduce someone, etc. This lesson is to give you principles that will help you to be prepared.

### Preparation

**1. Be speech conscious.** When a subject enters your mind, think about how you would deliver it to an audience. Know what is going on in the world by reading the newspaper or watching the news. Be up-to-date on topics of current interest.

**2. Keep the speech format of introduction, specific purpose statement, body, and conclusion in mind.** This will help you to have flow to your speech even as you give it on the spot.

**3. Bring a small piece of paper with you to club.** Jot down, before you begin speaking, your organization of ideas.

### Delivery

Bring your piece of paper to the lectern with you in order to write the subject down when the Director gives it to you. Speak confidently. Don't apologize if you don't know the topic well. Be sure to speak for the full time, making your point clear and logical.

Choose from one following five patterns of delivery:

**1. Past, Present, Future.** This will give you an immediate beginning point and a logical flow.

**2. Analogy.** Use a separate example to explain an idea about your topic.

**3. Point, Reason, Proof.** State the point and show reasons why it is true. Go on to add proof to each reason you give and summarize these points in the conclusion.

**4. Problem, Cause, Solution.** Ask a question, "Why this?" Describe the problem and explain why it is a problem. Conclude with a solution.

**5. Advantages, Disadvantages.** Explain how the topic is good or beneficial, and how it may be bad or harmful.

### To the Evaluator

Don't just evaluate the organization of the speech. Look at the speaker's total speaking ability: gestures, vocabulary, enthusiasm, purpose, drive, and effectiveness.

# Complete Speech

### Purpose

This speech is the final, finished product. *In reality, this is your first real speech because it combines all of the basic parts of a speech.*

The aim is to combine all elements that were singular points in previous speeches. This is the opportunity to put them all together and produce a mature and polished speech.

This is your graduation speech, a final result of all your dedication. It will demonstrate that you are now a complete speaker!

### Preparation

**1. Pick your favorite topic.** Since this is to be your best speech, choose a topic that interests you. Speak on something you know well.

**2. Apply previous lessons.** Include purpose, clarity, color, facts, motivation and instruction.

**3. Review previous evaluations.** Maximize your strong points and work on your weak points. Round off the rough edges and concentrate on what you must do to be most effective.

**4. Select your best speaking style.** Put your best foot forward. Capitalize on your strengths. Your best may be humor. It may be a friendly, conversational style. Perhaps a "how to" speech is your strong point. Maybe the use of an analogy suits your style.

**5. Watch for details.** Make sure that your grammar does not detract from an otherwise effective delivery. Look carefully at your dress. A straight tie and buttoned suit will add to your polish.

**6. Ask the timer for extra time.** (Two minutes maximum.) Knowing you have more time will help you to loosen up and put more energy into your speech.

### Delivery

During the intermission, check your notes and clothing. Relax and forget about the whole thing

---

*This is your first real speech because it combines all of the basic parts of a speech.*

---

until you are introduced. Then lose yourself in the speech and give all you have to the club.

### To the Evaluator

Make your evaluation thorough, yet not overly picky. If the speaker has not mastered certain main points, suggest to him that he brush up on that speech lesson for his next speech. See that he includes previous lessons and that he presents them in a polished manner.

---

# Tabletopics

## To the Club

The topics session offers opportunity for everyone to speak on their feet. Each comment in the topics session is a short, complete, impromptu speech. Here is your chance to learn to think on your feet.

Tabletopics allows members to express themselves. It gives everyone, especially those without an assignment, an opportunity to contribute to club.

1. **Be brief.** Your comments should last 30 seconds or less.
2. **Answer the question.** Be sure your comment is about the subject being discussed.
3. **Volunteer.** It's your chance to add something to club. Don't wait until you are called upon.
4. **Be familiar with topics of current interest.** Know what is happening in world events, and you will be better prepared to give a thorough answer.
5. **Avoid sarcasm.** Make positive and helpful comments.
6. **Listen.** Be courteous to others when they are speaking. You can learn from the comments of others.

## To the Topicsmaster

It is your responsibility to plan and present an interesting, worthwhile and balanced program. Your topics should cover areas of:

- A. Personal Interest - Hobbies, etc.
- B. Biblical
- C. World Events

Delivery of the topics session:

1. **Prepare more topics than you think you will need.** Allow your Director to choose which topics to present. Normally, you will need five to six topics.
2. **Present the topics in a logical order.** It is usually helpful to begin the session with a lighter topic to get the comments started.
3. **Get everyone on their feet.** Try not to call on a member to comment for a second response when other members haven't commented.
4. **Introduce the topic.** To prepare the club, have a slight introduction to the topic. This will give members time to develop an answer to the question.
5. **Be enthusiastic.** Set the example for the club. If you are not enthusiastic, the club will have a difficult time showing a lively response.

---

# Toastmaster

## Purpose

A toastmaster's task is to present the speakers favorably and get them off to the best start possible. The toastmaster has the responsibility to introduce all of the speakers and to do so in friendly and upbeat manner.

Give a lot of thought to your part in the program. You must weave all of the speeches together into a congruous whole. You must create an atmosphere of excitement and enthusiasm. Each comment must be given thought and preparation. The success of the speaking session is in your hands!

## Preparation

**1. Plan a program.** You must plan this session with a total effort. Pick a theme that will weave all of the speeches together.

**2. Contact each speaker ahead of time.** Do not wait until the day of the meeting to contact each speaker. Plan your program ahead of time.

**3. Give the appropriate information.** When presenting each speaker, you will need to give the following details: his name, his class, the number and title of his speech.

**4. Make the program interesting.** Avoid introducing the speakers in a dry and dull fashion. Do some research on each of the speakers. Check into their background, where they work, an outstanding past experience or any point of interest that could be woven into an introduction.

**5. Put the speeches in proper order.** Mix the order of speakers up. Do not put all fresh-

men one after another and so on. Give the program variety in the order presented.

**6. Add excitement.** Perhaps a joke or anecdote will add spice to your presentation. Put a lot of life and energy into your voice and your speaking style. Demonstrate to the club that you are excited about the speakers and their speeches.

## Presentation

After you are introduced, acknowledge the president's introduction. Make a few introductory comments to spark the interest of the club in the speeches.

Your job is to present the speaker in the best light possible. Your responsibility is to focus all attention on to the speaker you are introducing.

With an excited and expectant tone, warmly introduce each speaker. Gesture toward the speaker as you give his name and the title of his speech. When he acknowledges you, sit down quietly so as not to detract. Focus all attention on the speaker!

Be brief. When introducing each speaker 10 - 30 seconds is sufficient. Don't use stale and trite introductions. For example, "It is indeed a honor to hear this man!"

When the speaker is finished, lead the applause and then make a brief comment of appreciation. At the end of the program, thank the audience for its attention and return control of the meeting back to the President.

---

# Tongue Twisters

Tongue twisters are excellent for sharpening enunciation. They exercise your lips, jaw, and tongue, and increase your ability to articulate.

Here are some better known tongue twisters:

**B** A big black bug bit a big black bear, made a big black bear bleed.

**P** Peter Piper picked a peck of pickled peppers. If Peter Piper picked a peck of pickled peppers, where is the peck of pickled peppers Peter Piper picked.

**M** Military malarkey make monstrous madmen into maligned martyrs.

**W** If a woodchuck would chuck wood, how much wood would a woodchuck chuck, if a woodchuck would? But if a woodchuck would chuck wood, how much wood would a woodchuck chuck, if a woodchuck could and would chuck wood?

**Th** Theophilus Thistle, the thistle sifter, sifted a sieve of unsifted thistles. If Theophilus the thistle sifter sifted a sieve of unsifted thistles, where is the sieve of sifted thistles Theophilus the thistle sifter sifted?

**K** Cass Cash can catch a check casher to cash his uncashed check.

**S** Suzy Schell sells sea shells on the seashore.

**Z** Moses supposes his toes are roses, but Moses supposes amiss. For Moses knows his toes aren't roses as Moses supposes.

**WH** What whim led Whitey White to whittle near a wharf where a whale might wheel and whirl?

**T** Thomas Tattertoot took taut twine to tie ten twigs to two tall trees.

**D** Double bubble gum bubble double. Nondouble bubble gum doesn't bubble double.

**N** A snifter of snuff is enough snuff for a sniff for the snuff-sniffer.

**L** Likeable Lillian loves luminous aluminum linoleum.

**R** Around the rugged rock the ragged rascal ran.

**V** Vern Verve is well versed in very wordy verb verse.

**H** Harry Hugh hid the heel behind the high hill. If Harry Hugh hid the heel behind the high hill, where is the heel Harry Hugh hid?