

CLUB NAME, CLUB #
Prepared Speech Information Worksheet

NAME: _____ **DATE:** _____

DESIGNATION: [PLEASE CHECK THE APPROPRIATE BOX(ES)]

_____ NONE	_____ ACB	_____ CL
_____ CC	_____ ACS	_____ AL
	_____ ACG	_____ DTM
		_____ PDG

MANUAL NAME: [Please check the appropriate box]

_____ Competent Communication (basic manual)
_____ Advanced Manual (TITLE) _____

SPEECH ASSIGNMENT:

Assignment Number _____ Time (minutes) _____

Assignment Title _____

Speech Title _____

SPEECH OBJECTIVES:

1. _____
2. _____
3. _____
4. _____
5. _____

SPEAKER INTRODUCTION: (see sample introductions on page 2)

Sample Speaker's Introduction

(Provided by the Speaker; read by the meeting's Toastmaster)

Today we have two speakers.

Our first speaker today will be Beth Wilson. Beth is a Finance Manager at PacificSmart Inc., and has been with PacificSmart for 10 years. Beth loves to garden, cook and bake, and she is also our Club's VP Public Relations. This is Beth's third speech and she will be talking about some of the strange aspects of her job today. Her speech title is "_____". Please welcome Beth.

Our next speaker is Chic Rogers. Chic is an Engineering Scientist and loves to go camping. When he is not camping he is working in his garden. Chic has been at PacificSmart for 18 years and just joined Toastmasters last month. He will be giving his Ice Breaker speech today. His speech title is "_____". Please give a warm welcome to Chic.