

WSC Speaking Exercises

Overview of the Exercises

Each Exercise will be assessed by an Evaluator who will comment on the delivery and content of the speech and give the speaker advice about the performance.

The Evaluator will decide whether the speaker should move on to the next Exercise, repeat the current speech or re-do the Exercise with a different speech. The Evaluator may also recommend to the Education Director that the speaker should receive additional training before the next Exercise.

Progress through the Exercises should show increasing confidence in audience rapport.

Successful completion of Exercises in the different Sections of this Guide will lead to the award of the appropriate Certificate of Achievement in Public Speaking.

Section A - Basic Certificate of Achievement in Public Speaking

Exercise 1 – Myself

The speaker will, after an initial 'Icebreaker', deliver a prepared speech based upon the speaker's own interests and experiences.

Exercise 2 – Speaking to a Theme

The speaker will prepare and deliver a speech from an approved list of subjects.

Following this Exercise the speaker will choose the subject of their speeches.

Exercise 3 – Constructing a Speech

The speaker will demonstrate the effective use of a clear introduction, the development of the main ideas, and an integrated and powerful conclusion.

Exercise 4 – Use of Notes

The speaker will deliver a well-structured speech using notes of their choice in an effective and unobtrusive manner.

Exercise 5 – Using Your Voice

The speaker will demonstrate the effective use of a variety of volume, pitch and pace together with pause and inflection to add meaning or emphasis to the speech.

Certification Speech

The speaker will deliver a prepared speech to a good standard that demonstrates the skills included in all previous Exercises. The speech will be evaluated by two Evaluators, who must agree on the outcome.

Upon success this will lead to the award of the *WSC Basic Certificate of Achievement*.

Section B - Certificate of Achievement in Public Speaking

Exercise 6 – Word Painting

The speaker will use a wide range of vocabulary and paint word pictures to enhance and illustrate the content of the speech.

Exercise 7 – Speaking With Your Body

The speaker will use their whole body, including gestures, movement and eye contact, to enhance the subject matter and presentation of a speech.

Exercise 8 – Storytelling and Narrative

The speaker will deliver a speech in the form of a story or a narration of events.

Exercise 9 – Giving a Presentation/Use of Visual Aids

The speaker will present a PowerPoint presentation from a pre-prepared set of presentations, avoiding common pitfalls. As an alternative the speaker will present a speech supported by the effective use of visual aids.

Exercise 10 – Persuasive Speaking

The speaker will deliver a speech with the intention of persuading the audience to a particular point of view or to take a particular action, success being measured by the audience's reaction.

Alternatively, this Exercise could be achieved by being a Principal in a Formal Debate.

Certification Speech

The speaker will deliver a prepared speech to a high standard that demonstrates the skills included in all previous Exercises (Exercise 9 not included). The speech will be evaluated by two Evaluators, who must agree on the outcome.

Upon success this will lead to the award of the *WSC Certificate of Achievement*.

Section C - Advanced Certificate of Achievement in Public Speaking

The speaker will obtain this certificate by succeeding in any FOUR of the Exercises in this Section.

Exercise 11 – Sight Reading

The speaker will be given an extended text and will be expected to read it to the audience using the previously demonstrated speaking skills. The speaker will be allowed two minutes to scan the text before speaking.

Exercise 12 – An Extended PowerPoint Presentation

The speaker will produce and present an extended speech, using PowerPoint or other approved presentation software, that satisfies the requirements of good business or technical presentation skills.

Exercise 13 – An Impromptu Speech

The speaker will be given a list of 5 speech titles selected by the Evaluator from a standard list of 20 such titles kept and updated from time-to-time by the Education Director. The speaker will be given 10 minutes to prepare a 5-8 minute speech to be delivered immediately.

Exercise 14 – Speaking Without Notes

The speaker will prepare a 5-8 minute speech to be delivered to the audience without the use of notes, which will be handed to the Evaluator prior to the delivery of the speech.

Exercise 15 – Delivering an Extended Speech or Lecture

The speaker will deliver a speech or lecture to a high standard with a duration of between 15 and 30 minutes.

Exercise 16 – Speaking With Humour

The speaker will deliver a speech to a high standard that uses humour naturally to enhance the subject matter of the speech.

Exercise 17 – Leading a Discussion

The speaker's role is that of introducing the issue (2 minutes), leading a discussion on that issue (10-20 minutes) and summing up that discussion (2 minutes).

Section D - Leadership Certificate in Public Speaking

The speaker will obtain this certificate by succeeding in any FOUR of the Exercises in this Section.

Nothing in this section will preclude a member from taking a leadership role in the Club at a suitable stage before attempting the Exercises in this Section.

This is an extra certificate and it will be assessed by a panel consisting of:

- The Club President or Vice-President or Past President
- The Education Director
- One Senior Member of the Club who has previously taken a leadership role

There is no advice page for these Exercises in this Guide as there will be a lot of consultation with the assessing panel. The speaker will keep a *Leadership Diary* of their experiences.

Exercise L1 – Committee Experience

The speaker will serve on the Club Executive Committee, either as an elected Officer or co-opted member for a period of one speaking year and have made significant contributions to the deliberations of the Committee and have an understanding of the financial implications of committee decisions.

Exercise L2 - Chairing a Business Meeting

The speaker will successfully chair at least one significant business meeting of the club (AGM or SGM) in accordance with the Standing Orders of the Club. Where no suitable meeting is available consideration may be given to substituting one or more Executive Committee meetings in lieu.

Exercise L3 – Producing an Annual Speaking Programme

The speaker, in consultation with the club's Education Director, will produce a notional Annual Speaking Programme taking into account the Educational needs of the club and of the current membership. The programme will include all activities normally undertaken by the club but may also include innovations. The speaker will indicate how progress is to be measured.

Exercise L4 – Public Relations

The speaker will produce (or help to produce) and deliver material promoting the club in the public arena with the aim of raising awareness and driving recruitment.

Exercise L5 – Giving a Tutorial

The speaker will give a 20-minute tutorial, which can involve audience participation, to the club on one aspect of public speaking that the speaker has identified as an educational priority.

Maintenance of Standards

Each Exercise, except the Leadership Exercises, has accompanying description, hints and advice for the speaker how to go about achieving the standards.

Speaking standards in WSC can only be upheld and maintained by close adherence to the standards set out in this *WSC Guide to Public Speaking*. This will be achieved if the Evaluators are diligent in applying the standards and ensuring that the requirements have been met.

At each meeting an Assessor, who should be a senior and experienced member of the Club, will be appointed who will give an overview of the meeting, commenting on:

- The Chair
- The Evaluators

- Conduct of Officers' Reports
- The Topics Session (if held)
- Content and delivery of an Education Speech (if included in the programme)
- Any other activities

The Assessor also has the remit to overrule an Evaluator's recommendations for a particular speech (explaining the reasons) if it is felt that the criteria have not actually been met. This is a powerful remit and should only be used rarely and if absolutely necessary to maintain standards - care should be taken not to criticise the Evaluators unduly.

The standards of speaking will be reviewed each trimester by the Education Director in consultation with the President and/or the Past President.