



## **Toastmasters Competent Communicator Manual Speech Objectives**

### **Stage 1      The Ice Breaker**

**Time:** four to six minutes

**Objectives:**

- 1) To begin speaking before an audience.
  - 2) To discover speaking skills you already have and skills that need some attention.
- 

### **Stage 2      Organize your speech**

**Time:** five to seven minutes

**Objectives:**

- 1) Select an appropriate outline which allows listeners to easily follow and understand your speech.
  - 2) Make your message clear, with supporting material directly contributing to that message.
  - 3) Use appropriate transitions when moving from one idea to another.
  - 4) Create a strong opening and conclusion.
- 

### **Stage 3      Get to the point**

**Time:** five to seven minutes

**Objectives:**

- 1) Select a speech topic and determine its general and specific purposes.
  - 2) Organize the speech in a manner that best achieves those purposes.
  - 3) Ensure the beginning, body and conclusion reinforce the purposes.
  - 4) Strive not to use notes.
- 

### **Stage 4      How to say it**

**Time:** five to seven minutes

**Objectives:**

- 1) Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
  - 2) Use rhetorical devices to enhance and emphasize ideas
  - 3) Eliminate jargon and unnecessary words.
  - 4) Use correct grammar.
- 

### **Stage 5      Your body speaks**

**Time:** five to seven minutes

**Objectives:**

- 1) Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
  - 2) Make your body language smooth and natural.
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# Toastmasters Storytelling Manual Objectives

**Sebastian Brünink**



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