

# PROJECT CHECKLIST

## Ice Breaker

**Purpose:** The purpose of this project is to introduce yourself to the club and learn the basic structure of a public speech.

**Overview:** Write and deliver a speech about any topic to introduce yourself to the club. Your speech may be humorous, informational, or any other style that appeals to you.

**This project includes:**

- ▶ A 4- to 6-minute speech

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

- ☐ Schedule your speech with the Vice President Education.

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- ☐ Write your speech.

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- ☐ Rehearse your speech.

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- ☐ Communicate with your evaluator about your goals for this speech. Be sure to share your most important concerns and ask any questions you have about the evaluation process.

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- ☐ Meet with your evaluator to review your evaluation.

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- ☐ Applying feedback is the most important step to improve public speaking skills. Create a plan for applying the feedback you received.

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- ☐ Choose one piece of feedback that is reasonable to apply to your next speech.

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- ☐ Share with your mentor, a friend, or your next evaluator the feedback you received that you plan to apply to your next speech.

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- ☐ After you have completed all components of the assignment, log in to complete the second portion of your self-assessment on the “Assess Your Skills—After” screen.

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